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Guidebook for  
New Department Heads  
and Senior Managers

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Guidebook for  
New Department Heads  
and Senior Managers

Written and Compiled by  
Jill Lerner  
Office of the City Administrator

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## ACKNOWLEDGMENTS

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Jill Lerner  
January, 2005

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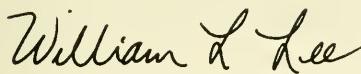




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## FOREWORD

Welcome to the City and County of San Francisco. As the new director or manager of a City department, you will have a lot to learn and a very short time in which to learn it. My office has designed this guidebook to assist you in developing an understanding of the organization of City government and how it works. We serve a constituency of 770,000 citizens and report to the Mayor and the Board of Supervisors. Our city government is a complicated entity, with many departments, divisions and agencies as well as citizen boards, commissions and task forces. The purpose of this guidebook is to shorten your learning curve and help you navigate through the rules and regulations. It will serve as a companion guide to the Employee Handbook as well as departmental policies and procedures manuals. We hope this eases your way.



William L. Lee  
City Administrator





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## I. Introduction



## INTRODUCTION

### WHY WAS THIS GUIDEBOOK WRITTEN? AREN'T THERE PLENTY OF RESOURCE MATERIALS?

Our City government is like a giant jigsaw puzzle. In building the puzzle, corners appear, details emerge, but the whole picture is not complete until all the pieces fit together. And so it goes with City government. It is a large, complicated organization, a bureaucracy of 30,000 employees, with laws, rules, regulations, which ministers to a highly diverse and political citizenry.

You have been hired because you are good at what you do. But if you are new to the City, you will have a steep learning curve. Yes, the City makes available plenty of resource manuals and bulletins and memos, but there is so much to read and learn and absorb that trying to digest it all slows down your ability to see the whole picture.

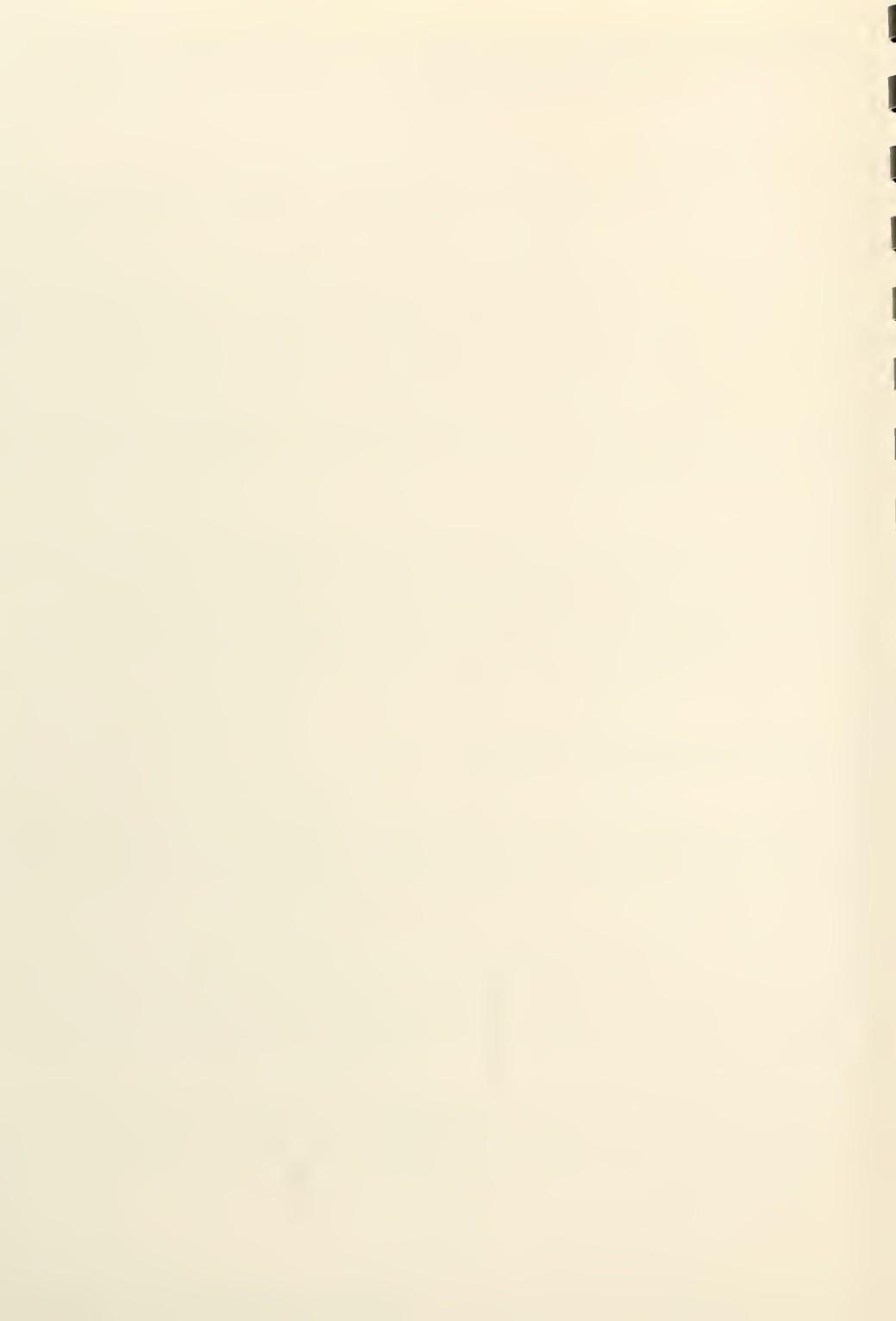
As long-time City employees, we ourselves are still learning. We are often reminded of the sociological construct: the whole is greater than the sum of its parts. So we've decided to help you. We did two things. We polled some department heads and managers about what kinds of information they wish they had when they started their jobs. We also read through several department employee manuals and reference guides to see what was not included. From that process, we've devised an introductory primer to City government.

### ORGANIZATION OF THIS GUIDEBOOK

Our guiding principles were: select ten topics and keep it short. We've attempted to do that. For most of the procedures described here, descriptions are organized into general steps. Each of the steps has exceptions. This guide either includes only the most important exceptions or omits the exceptions entirely.

In the Executive Summary section, most topics are covered in three pages or less. At the end of each summary is a reference section with source titles, phone numbers and websites for access to more information. Some topics will have a corresponding section in the Section III Appendices. We put more material there, because we knew we needed to keep the Summaries short enough to stay readable.

Because of the dynamic nature of our City government, information is outdated more often than we like. Consequently, we will be updating the Guidebook on a regular basis. Feel free to let us know if this guidebook is helpful and what else you would like to see included. This is and will continue to be a work-in-progress.





## II. Executive Summaries





## II. Executive Summaries

### A. San Francisco Government History



## SAN FRANCISCO GOVERNMENT HISTORY

In 1845, the pueblo of Yerba Buena was a sleepy village, dirty, dusty, muddy and inhabited by a couple hundred people, "a polyglot congregation of hustlers, vagabonds, eccentrics, hedonists and ravers..." (Cole, p. 20)<sup>1</sup>. On July 9, 1846, seventy soldiers and marines from the United States ship Portsmouth came ashore, marched into the plaza, planted the Stars and Stripes and proclaimed Yerba Buena for the United States of America. On January 30, 1847, the appointed executive, Alcalde Lt. Washington Bartlett decreed that Yerba Buena, with its population now at 459, should henceforth be known as San Francisco.

In January, 1848, with James Marshall's discovery of gold at Coloma in the Sierra foothills, San Francisco's destiny was forged. The news traveled like wild fire, and gold-seekers from every corner of the world soon poured through the Golden Gate on their way to the gold fields. By 1849 there were 50,000 people living in San Francisco. The pueblo dissolved and the City was born.

San Francisco's first modern municipal government was created on April 15, 1850 when the state legislature voted to incorporate the City. Thus, the title to the Pueblo Lands was vested by charter in the City of San Francisco. The 1850 Charter was repealed and replaced in 1851. That Charter was repealed in 1854. Subsequent charters were repealed in 1855, 1900 and 1931.

It was said that the 1856 Charter was so inefficient that "...nobody knew what it meant except the city clerk and one or two other people." (Martin Judnick, *San Francisco Government*, 1967)

The Consolidation Act of 1856 separated San Mateo from San Francisco and established San Francisco as a city and county, the only such entity in the state. "When the Board of Supervisors approves an ordinance, it is generally acting in a municipal capacity, although the ordinance may affect county services as well." (League, p. 5)<sup>2</sup> However, certain departments, such as Elections, perform county functions and therefore operate under state law.

The 1932 Charter determined the governance of the City until November 1995 when the voters approved a new charter, which became law on July 1, 1996. The new charter created a strong mayor and gave greater powers to the Board of Supervisors.

### CHARTER AND ADMINISTRATIVE CODE

The San Francisco Charter is the fundamental law of the consolidated City and County. It delineates the rights, powers and authority granted to the separate branches of the government. It can only be amended by a majority of the voters. The Administrative Code is a compilation of the ordinances enacted by the Board of Supervisors. It establishes rules, regulations and the conduct of the administration of City government. Both the Charter and the Administrative Code can be found on the City's website under Municipal Codes.

### REFERENCES

- <sup>1</sup> Cole, Tom. A Short History of San Francisco, San Francisco: Don't Call It Frisco Press, 1981.
- <sup>2</sup> League of Women Voters. Inside City Hall, San Francisco, 1995.



## II. Executive Summaries

### B. Board of Supervisors



## BOARD OF SUPERVISORS

Since San Francisco's incorporation in 1850, its citizens have struggled over what shape and form its government would take and how its representatives should be elected. The 1853 charter divided the City into eight wards. Each ward elected its own assessor and two representatives to the Common Council, which consisted of two houses—the Board of Aldermen (two-year terms) and the Board of Assistant Aldermen (one-year terms).

In 1856, fed up with crime and corruption, the Second Committee of Vigilance took control of the City and its government for several months and called for reform. Under the 1855-56 charter, twelve supervisors were to be elected by districts with an at-large elected president (renamed mayor in 1861), who could vote only to break ties.

The 1900 charter called for an eighteen-member Board of Supervisors and a mayor elected at-large. While the charter provided for a strong mayor, it also allowed boards and commissions to hire their own executives. The 1900 charter also provided for the initiative and referendum process and civil service. While the City prospered and grew, the graft and corruption continued, culminating in indictments and the Graft Trials of 1907-08.

During the thirty years of the 1900 charter, the City constantly experienced events that drew attention away from the serious weaknesses of its government: labor unrest, destruction and rebuilding resulting from the 1906 Earthquake and Fire, a world's fair, World War I, the prosperous 1920's and finally, the Great Depression. But with the end of prosperity came the realization that San Francisco must put its house in order.

In 1931, an elected body, the Board of Freeholders framed a new charter that would take effect in 1932. It established a Board of Supervisors with eleven members to be elected at-large. It addressed the corruption that had chronically plagued the City by: (1) preventing the centralization of power; (2) creating an independent office headed by a chief administrative officer charged with overseeing all City departments that let contracts; (3) providing for a controller responsible for the City's financial matters.

The 1932 charter determined the structure of governance for sixty-three years. In November 1995, the voters elected to enact a new charter that dramatically changed City government. It centralized power by replacing the independent Chief Administrative Officer with a City Administrator responsible to the Mayor and thus brought the former CAO departments under the authority of the Mayor as well. The Board of Supervisors was also given new authority.

Meanwhile, the method of electing Supervisors has bounced back and forth. In 1976, the voters chose to institute district elections in 1977. San Franciscans, pained and disillusioned by the 1978 assassinations of Mayor George Moscone and Supervisor Harvey Milk by Supervisor Dan White, went back to the polls in 1980 and repealed district elections.

In 1996, presented with another district elections plan, the voters chose to try it again. The City map was divided into supervisorial districts, and in November 2000, district supervisors were elected.

Today, the Board of Supervisors consists of eleven members who are elected by district. Each Supervisor has an office in City Hall on the second floor. Every supervisor has two legislative aides, who are often assisted by interns. Supervisors in the early days did not have offices at City Hall. They were businessmen who would come to City Hall for an afternoon meeting, and then go back to their own offices. Times have changed. The 1995-98 renovation of City Hall included large, spacious offices for each supervisor and a staff. Supervisors are usually in their offices everyday. Their recent pay raises have enabled them to treat the position as a full-time job.

As a new department head, you should make it a point to introduce yourself to the Supervisors. They will appreciate the courtesy. Their actions will have a direct effect on your department. The Board sets policy, enacts laws and approves the City budget (which includes your budget) each year.

It is also useful to acquaint yourself with the Clerk of the Board, Gloria Young and her staff. They are hardworking, knowledgeable and always generous with their time and assistance.

For a comprehensive explanation of all aspects of the legislative process, please refer to the Appendices where we have included the "Handbook for the Board of Supervisors." It also contains some interesting pieces of Board history.

## REFERENCES

- ☛ Handbook for the Board of Supervisors  
(Appendix AB)
- ☛ San Francisco Charter  
[sfgov.org/government](http://sfgov.org/government)
- ☛ "District Elections in San Francisco"  
[www.spur.org/documents/district.pdf](http://www.spur.org/documents/district.pdf)
- ☛ Board of Supervisors Website  
[sfgov.org/bdsupvrs](http://sfgov.org/bdsupvrs)
- ☛ Hansen, Gladys. San Francisco Almanac.  
San Francisco: Chronicle Books, 1980.
- ☛ League of Women Voters of San Francisco.  
Inside City Hall. San Francisco: 1995.

## Telephone Numbers

Clerk of the Board.....554-5184





## II. Executive Summaries

### C. Mayor



## MAYOR

Throughout the history of our city, the degrees of power and authority vested in the Mayor have shifted back and forth, depending on the times and extent of the citizens' distrust of government. For years, it was thought that the City Hall destroyed by the 1906 Earthquake and Fire took twenty-nine years to build because of the ongoing graft that siphoned off the funds. In fact, it took that long in part because the populace, suspicious of public expenditures, refused to allow one large appropriation. Instead, the Board of Supervisors was required to resort to selling off public lands and special annual assessments. Consequently, a small amount of money was doled out one year at a time. When that money was spent, all work would have to stop until the next year's budget was set.

The destruction of the City in 1906 changed things. San Francisco had to rebuild as soon as possible to remain a viable center of trade and commerce. San Franciscans were still suspicious and in 1909 voted down the first bond measure to build a new City Hall. But in 1911, James "Sunny Jim" Rolph, a genial businessman from the Mission District, was elected Mayor. With his charm and conviviality, he convinced the voters that a civic center with City Hall as the crown jewel was only befitting a metropolis as great as San Francisco. This time, with Rolph as the guarantor and cheerleader, the voters approved an \$8 million bond with \$3.5 million earmarked for City Hall, which, by the way, opened on time in 1915.

Under the authority of the 1900 Charter, Sunny Jim presided as a strong mayor for twenty years. The City blossomed and times were flush. But with the Stock Market Crash in 1929, the deficiencies in the structure of City government became apparent. In 1931, San Franciscans voted to approve a new charter that reduced the mayor's powers and diffused responsibility for government functions. It had been fun while it lasted, but these were serious times.

Throughout the rest of the century, as always, it was the power of the personality rather than the powers granted by charter that characterized the tenures of succeeding mayors. In November 1995, after several failed attempts at charter reform, San Franciscans went to the polls and voted for a new charter, to take effect on July 1, 1996. The proponents had convinced the voters that government needed streamlining, that there were no clear lines of authority, that government gridlock was inevitable.

Today, as a result of the 1996 Charter, the Mayor enjoys greater power and authority. As chief executive, the Mayor has responsibility for administration and oversight of all City departments, for setting policy and budget priorities. Consequently, the Mayor appoints most department heads, most commissioners, negotiates with unions to set employees' wages, benefits and working conditions and has authority over most aspects of City government with the exception of the departments directed by elected officials.

For a listing of the Mayor's offices, please refer to Appendix AC.

### REFERENCES

- ☛ Mayor's website: [sfgov.org/mayor](http://sfgov.org/mayor)
- ☛ San Francisco Charter (1996): [sfgov.org/government](http://sfgov.org/government)

- ☛ Administrative Code: [sfgov.org/government](http://sfgov.org/government)

### Telephone Numbers

Mayor's Office.....(415) 554-6141



## II. Executive Summaries

### D. Budget Process



## BUDGET PROCESS

The annual ritual of hammering out the City's yearly budget is typical of San Francisco's special form of participatory democracy. While the process is formal and follows a time-honored schedule, it can become a raucous affair when the public weighs in with its preferences and competition for service dollars. Often, the Board of Supervisors Budget Committee moves its meetings into the neighborhoods in the evenings so that working people can make their feelings known. After the citizens and interest groups have weighed in, the Mayor's Budget Director and the Supervisors work out the numbers and a budget is delivered.

### PARTICIPANTS

**The Mayor**, as the chief executive, is responsible for developing and proposing the annual budget. With the assistance of his/her Budget Director and fiscal analysts, the Mayor must present a balanced budget every spring.

**The Board of Supervisors** receives the Proposed Budget and is responsible for reviewing, amending and approving the Mayor's Budget. The Board utilizes the contracted services of the **Budget Analyst** whose office reviews the budget at the direction of the Board as well as analyzes and provides reports on all fiscal matters in legislation throughout the year. Be aware that the Budget Analyst will scrutinize your budget and report back to the Board with questions about the necessity of any line item.

**The Controller**, as the City's chief financial officer, is responsible for projecting how much revenue the City has available to fund the budget, preparing reports and other technical aspects of the budget, and insuring that the City meets financial obligations legally and correctly.

**Department heads** receive Budget Instructions from the Mayor and work with the Mayor's Budget Office to develop the department budgets. Throughout the budget process, they prepare program and financial information and answer questions from policymakers and the public. All of this information is taken into consideration in developing the budget.

### THE SCHEDULE

Although the Board of Supervisors formally approves the annual City budget at the end of July, the budget process actually begins in November of the previous year when the Mayor issues Policy Instructions, setting the overall direction for the budget. From December through January and February, departments, boards and commissions conduct public hearings to obtain public comment on their proposed annual budgets.

Departments submit budget estimates to the Controller by February 21. No later than March 1, the Controller submits the estimates to the Mayor. During April and May, the Board Budget Committee begins hearings on citywide budget issues. Additionally, specific department budgets submitted on May 1 are discussed.

On June, the Mayor's Proposed Budget Book is published. It contains detailed financial information, strategic issues for each department and performance measures. On June 1, General Fund budgets are submitted and hearings continue. The Annual Appropriation Ordinance (AAO), the legal document containing the budget, is available June 1. It contains revenue, expenditure and program budget numbers for all departments and summary budget numbers citywide.

No later than June 30 must the Board of Supervisors pass the Interim Annual Appropriation Ordinance (AAO). This is to provide authority for the City to pay its bills between the time new fiscal year starts July 1 and the Board of Supervisor's final adoption of the AAO, which must occur no later than the last working day of July.

## A WORD ABOUT THE BUDGET ANALYST

It is wise for you to familiarize yourself with the office of the Budget Analyst. Virtually each and every City issue that involves City money is analyzed for fiscal impact by this office and reported back to the Board of Supervisors. Since 1979, the Board of Supervisors has contracted with Harvey Rose and his firm to provide independent fiscal analyses, special studies and management audit reports of City departments and programs. He and his firm play a central role in the budget process.

## REFERENCES

- San Francisco Charter, Article IX, "Financial Provisions"
- San Francisco Administrative Code, Chapter 3, "Budget Procedures"
- City and County of San Francisco Mayor's Proposed Budget, 2004-2005
- Mayor's Office Instructions & Controller's Technical Instructions For Budget Year 2005-2006
- "A Guide to San Francisco's Budget Process 2005-2006," Office of the Controller
- "Doing Business with the Controller's Office," Office of the Controller, November 30, 2004

### Telephone Numbers

Mayor's Budget Office.....	(415) 554-6114
Board of Supervisors.....	(415) 554-5184
Office of the Controller.....	(415) 554-7500
Budget Analyst.....	(415) 554-7642





## II. Executive Summaries

### E. Employment Procedures



## EMPLOYMENT PROCEDURES

**A**s you may have heard, the personnel procedures of municipal government are complicated. A City Hall legend has it that it takes a long time to hire someone, and it's impossible to fire someone. We have an entire department devoted to employment procedures, the Department of Human Resources (DHR). In addition to what DHR does, all of the other departments have a lot to do in this area.

As a new department head, you may decide you need people with special qualifications on your management team. The Charter gives you that ability by providing exemption from Civil Service requirements for certain high-level positions. But for the most part, most of your employees are civil service, which means they have taken a test, passed through probation and are now permanent City employees.

Key to maintaining a smooth-running operation is an understanding of labor relations which is discussed in a separate Summary in this book as well as in the Appendices.

This section covers four things: how to hire someone; how to fire someone; how to get paid; and the role of your department's personnel officer.

### HOW TO HIRE SOMEONE

The first question is whether you have a vacant position. If you don't, you'll have to add one and increase your department's overall head count. This requires a change to your budget and triggers all kinds of other approvals.

If you have a vacant position, is it classified or is it exempt? If it's classified, is there a Civil Service list? If so, you can hire someone only if that person is on the list. If there is no list, you can hire anyone "provisionally," and that person must take a Civil Service test later when the time comes to establish a list for the position.

If the position is exempt, then you can hire anyone. That person serves at your pleasure, or your successor's.

### HOW TO FIRE SOMEONE

We're getting ahead of ourselves. The City uses progressive discipline, and our goal is to solve an employee's performance problems and make that employee a productive member of City government, rather than to terminate employment. The steps of progressive discipline are: verbal warning; written warning; suspension; termination. There are notice requirements, and you may want to consult with DHR along the way. But you can fire someone if you have to. Although it may be tempting to just hope a poor employee will

transfer to another department soon, you'll be doing City government and your fellow department heads a favor by dealing with a problem instead of waiting for it to become someone else's.

## HOW TO GET PAID

The City has a two-week pay period. At the end of each week, you report your hours to your personnel group. Your hours are either: regular, vacation, sick, legal or floating holidays.

Every second Tuesday, you'll get a check or an advice, which is what you get when your salary is deposited directly into your bank account. Life is much easier for the City's payroll processors and for you if you have direct deposit. Something like 85% of City employees take the direct deposit option. It saves a lot of time.

## YOUR DEPARTMENT'S PERSONNEL OFFICER (DPO)

Your Department Personnel Officer is the person in your department who needs to know almost everything about personnel procedures. When you have a personnel question, that's the person you'll talk to first. In smaller departments, the DPO may have other responsibilities, such as the budget. This is the person who will work with the Mayor's Budget Office, DHR, Civil Service Commission (CSC), the City Attorney's Office, and others. It's important that this person represent you well and make friends in these other departments. These will be powerful friends.

For more information on employment procedures, see Appendix AE.

## REFERENCES

- ☛ DHR Employee Handbook  
[sfgov.org/dhr](http://sfgov.org/dhr)
- ☛ Civil Service Rules  
[sfgov.org/civil\\_service](http://sfgov.org/civil_service)

- ☛ Civil Service Adviser  
[sfgov.org/civil\\_service](http://sfgov.org/civil_service)

## Telephone Numbers

- |                             |          |
|-----------------------------|----------|
| Director, DHR.....          | 557-4800 |
| Executive Officer, CSC..... | 252-5250 |





## II. Executive Summaries

### F. Labor Relations



## LABOR RELATIONS

Since the days of the Gold Rush, labor has been a prized commodity. "Here Labor controls Capital," wrote Port Collector James Collier in 1849. (Cole, p. 81)<sup>1</sup> When most new arrivals to the City ran off to the Sierras to seek their fortune, the able-bodied who stayed behind to build the City made fortunes of their own if they were frugal with their \$16-a-day wages. Six major fires between 1849 and 1851 created a constant need for construction. The building, the rebuilding, the flow of gold and silver from the mines and the building of the railroad all led to the creation of a city where the workingman and his labors were in great demand, valued and treated with respect.

The balance of power between labor and business shifted back and forth over the next eighty years depending on the economy. But in May, 1934, during the depths of the Depression, an Australian organizer named Harry Bridges led the International Longshoremen's Association (ILA) in a strike that shut down ports up and down the west coast, demanding a \$1 minimum wage with \$1.50 overtime, six-hour days, 30-hour weeks, and most importantly, union control of the hiring halls and closed shops on the docks. The Teamsters Union supported the strikers by refusing to haul to and from the docks, and other unions joined the strike. In July, Bridges called a general strike that shut down the City for four days—the largest and most successful general strike in American history. This victory for labor established San Francisco once and for all as a union town.

In that context, it should come as no surprise that most City employees are represented by unions or associations that bargain on their behalf with respect to working conditions, grievances, salaries and wages.

As a department head or manager, you, along with approximately one thousand of your colleagues, are represented by the Municipal Executives Association (MEA). Since 1991, MEA has been the exclusive representative of high-level City executives and managers for the purpose of contract negotiations. Through these negotiations, salary increases, health insurance, training funds and other benefits are provided. Dues, which are \$25 per pay period, are voluntary. MEA has a small staff and contracts for legal services. As a member, you receive a newsletter every month, announcements of training seminars and tuition reimbursement for seminars.

For more information regarding the collective bargaining process and union representation, see Appendix AF.

### REFERENCES

- ☛ City & County Unions, Description of Appendix AF
- ☛ Department of Human Resources sfgov.org/dhr
- ☛ Collective Bargaining Agreements (MOUs) sfgov.org/dhr
- ☛ Municipal Executives Association (MEA) www.sfmfea.com

<sup>1</sup> Cole, Tom. A Short History of San Francisco. San Francisco: Don't Call It Frisco Press, 1981.

### Telephone Numbers

MEA.....	(415) 989-7244
Director, DHR.....	(415) 557-4800



## II. Executive Summaries

### G. Purchasing/Contracts



## HOW TO BUY THINGS

To run your department, you will need goods and services. This chapter gives you an overview of how to obtain them. As with the other sections in this guidebook, we're giving you general rules. All the rules have exceptions, and some might be listed. The rules for obtaining products and services are complicated. This section introduces you to the subject. A more detailed explanation of City's purchasing requirements can be found in the Appendices.

### AUTHORITY TO MAKE PURCHASES

First, a caveat, and we don't mean this to sound harsh, but this limitation can come as a surprise to a new City employee. A department head does not have the authority to call a vendor and order something. Similarly, you do not have the authority to sign a contract by yourself. The process for buying goods and services is vested, by Charter, in the Office of Contract Administration, and its Purchasing Division.

### DO YOU HAVE THE MONEY?

Before you do anything else, check with your finance group and determine if you have enough money to purchase the product or service you're interested in. If you don't, one alternative is to request a supplemental appropriation from the Board of Supervisors.

### CAN THE CITY DO BUSINESS WITH THE VENDOR YOU HAVE IN MIND?

Maybe. The City has passed several "selective purchasing" ordinances, which require vendors to meet certain standards to receive City business. If the vendor complies, fine. If not, you might need to request a waiver from another office before submitting a requisition, or you might not be able to do business with the vendor at all. The ordinances include:

- ☛ Admin. Code Chapter 12B, Equal Benefits
- ☛ Admin. Code Chapter 12P, Minimum Compensation Ordinance (MCO)
- ☛ Admin. Code Chapter 12Q, Health Care Accountability Ordinance (HCAO)
- ☛ Admin. Code Chapter 14A, DBE Program
- ☛ Business Tax. If the vendor owes the City business taxes, the City can't order anything from the vendor until the taxes are paid.

### TYPES OF PURCHASES

Here are major types of purchases, with brief descriptions, loosely in order of increasing complexity.

#### Office supplies

This is easy. OCA has set up a contract with one office supply company, and each

department has catalogs from that company. Someone in your department is in charge of placing office supply orders. Get a copy of the catalog and tell that person what you need.

#### **Printing, copying and mailing**

We are fortunate to have the services of ReproMail, a division of the Department of Administrative Services. Its services include copying, graphic design, printing and U.S. and interdepartmental mail. In addition to providing in-house printing, it can also place printing orders with outside vendors. For more information, call the manager, David German, at 554-6450.

#### **Goods or services below \$200**

A department can call a vendor and order anything below \$200, and then just pay the invoice. You don't need a purchase order (PO) first. (Remember, there are exceptions to this rule, but we're not listing them.)

#### **Goods, below \$10,000**

Most departments have received authority from Purchasing to create their own purchase orders for products up to \$10,000.

#### **Goods and Services covered by Citywide Term Contracts**

A citywide term contract is a contract that the Office of Contract Administration has established with a vendor, and competitive bidding has already occurred.

Major contracts include:

☛ office supplies      ☛ vehicles      ☛ computer store      ☛ copier rentals

#### **General services**

General services are non-professional services (see next paragraph). Either Purchasing solicits bids, or a department presents reasons why competitive bidding is not applicable.

#### **Professional services**

This is about as complicated as it gets. You need to request and obtain the approval of the Civil Service Commission if, for example, you require the services of a consultant. Then you need to conduct a Request-for-Proposal (RFP) process to select the vendor. From start to finish, it will take months from the time you decide you need professional services to the day the contractor will start work.

## **REFERENCES**

- ☛ "Guide to Ordering Goods and Services,"  
In the Forms Center under OCA:  
<http://intranet> (In Forms under OCA)
- ☛ "How to Do Business with the City and  
County of San Francisco"  
[sfgov.org/oca/purchasing](http://sfgov.org/oca/purchasing)

#### **Telephone Numbers**

Director, OCA.....	554-7738
Director, DHR.....	557-4904
Executive Officer, CSC.....	252-3250





## II. Executive Summaries

### H. Technology



# DEPARTMENT OF TELECOMMUNICATIONS AND INFORMATION SERVICES (DTIS)

**H**ow to get a phone, use a computer, build a website or watch TV...

The Department of Telecommunications and Information Services (DTIS) is a dynamic organization that provides information technology (IT) and telecommunications services to city departments and guides technology policy for the City and County of San Francisco. DTIS manages the City's enterprise systems, data center, telecommunications contracts, E-911 public safety communications system and city-owned networks (copper, fiber and wireless) among other infrastructure and services. DTIS also provides e-democracy services through its government television station SFGTV Cable Channel 26 and the SFGOV.org web portal. DTIS serves as the City's main technology consultant and service provider.

## TECHNOLOGY SERVICES

### DTIS HELP DESK

415-554-5700

[dtis.helpdesk@sfgov.org](mailto:dtis.helpdesk@sfgov.org)

single point of contact for all DTIS services and trouble reporting

While you are always welcome contact DTIS directly, most City departments have information technology (IT) staff who work with DTIS to varying degrees to supplement their IT needs. Check with your staff to understand the roles they play in your department and how they work with DTIS.

## CITYWIDE TELECOMMUNICATIONS PLAN

In February 2002, the Board of Supervisors adopted the City Telecommunications Plan developed by the Telecommunications Commission and DTIS staff. The Telecommunications Plan is a strategic guideline for departments addressing policy matters that effect technology and telecommunications. The Telecommunications Commission updates the Plan every two years. A copy of the current Plan can be found at [www.sfgov.org/telecommunications\\_commission](http://www.sfgov.org/telecommunications_commission).

### Contact Information

Office of Executive Director

Chief Information

Officer (CIO).....415-554-0801

Chief Administrative Officer.....415-554-0803

Webmaster.....415-554-4319

SFGTV.....415-554-4188

Tech Horizons

[intranet/dtis/newsletter](http://intranet/dtis/newsletter)

**DTIS SERVICE****Computer Services**

- ❖ PC support
- ❖ Mainframe/Data Center
- ❖ Client/Server
- ❖ Wide Area Network (WAN)
- ❖ Local Area Network (LAN)
- ❖ Virtual Private Network (VPN)
- ❖ Wireless networking
- ❖ Security/Disaster Recovery

**DESCRIPTION AND RESOURCES**

DTIS provides comprehensive computer systems support from the desktop to the network.

DTIS manages the City's Wide Area Network (WAN), the mainframe, the data center and Internet connectivity by employing state-of-the-art equipment and tools for monitoring, security, and disaster recovery.

DTIS provides comprehensive PC desktop support and in-building networking.

DTIS partners with various vendors to update hardware and software as technology evolves. We constantly offer new services to client departments such as remote access (VPN) and wireless networking.

Visit [intranet/city//?id=123](http://intranet/city//?id=123) for network status information.

**Application Support**

- ❖ Software
- ❖ Database
- ❖ Data management

DTIS can build, install and/or modify software applications to meet the specific business needs of your department. Off-the-shelf configuration, application development, system integration, and general data management are DTIS specialties. The DTIS team is skilled in providing solutions for both small and large scale projects and can often offer a cost savings over outsourced vendors and consultants.



## DTIS SERVICE

### Project Management

- ❖ Full Project Management services
- ❖ RFP, RFQ, RFI
- ❖ Budget oversight
- ❖ Enterprise projects

## DESCRIPTION AND RESOURCES

DTIS assigns experienced Project Managers (PMs) to each department to assist with technology projects from conception to full implementation as well as to provide ongoing support. PMs analyze current status and needs, develop and executive project plans with budget strategies, and facilitate complicated coordination issues within the parameters of the department requirements. PMs also perform citywide project management services.

DTIS provides comprehensive Request for Proposals (RFP), Quote (RFQ), or Information (RFI) support.

See [intranet/city/uploadedfiles/pmcontacts.xls](http://intranet/city/uploadedfiles/pmcontacts.xls) for the PM assigned to your department.

### E-Democracy Services

- ❖ SFGov.org website
- ❖ Department websites
- ❖ Content management
- ❖ E-Services applications
- ❖ City intranet

DTIS E-Government team manages SFGov.org – the city government Internet site. Departments are expected to maintain a website connected to SFGov.org with a “common look and feel.” DTIS provides extensive web site design and content management services to achieve this goal.

DTIS supports E-Business transactions and is constantly developing applications enabling citizens to do business with the city through the Internet. See [sfgov.org/onlineservices](http://sfgov.org/onlineservices) for examples.

DTIS manages the city’s intranet for internal information sharing. Simply type “intranet” in any browser connected to the city’s network. Contact [webmaster@sfgov.org](mailto:webmaster@sfgov.org) for further assistance.

**DTIS SERVICE****E-mail**

- ❖ Lotus Notes Enterprise E-mail System

**Geographic Information Systems (GIS)**

- ❖ Citywide basemap management
- ❖ Maps
- ❖ Location-based applications

**Public Safety Communications**

- ❖ E-Net
- ❖ 800 MHz Radios
- ❖ METS

**DESCRIPTION AND RESOURCES**

Over the last few years, the city migrated to a common Lotus Notes e-mail system. DTIS manages the servers and ensures that the system is updated and working properly. Most departments administer e-mail (add and delete users) internally but DTIS also performs this task as needed. See [intranet/city/?id=86](http://intranet/city/?id=86) for further e-mail information.

DTIS coordinates and manages a world-renowned citywide Geographical Information System (GIS): a robust, coordinated connection of software, hardware and electronic geographic information. DTIS develops GIS applications for department business needs for public safety (CrimeMAPS), economic development (SFProspector), citizen information (SFViewer or Department of Elections Precinct Locator) among many other uses. Visit [sfgov.org/gis](http://sfgov.org/gis)

DTIS is responsible for maintaining and supporting emergency communications systems and tools. These primarily include a citywide fiber optic network called "E-Net" connecting city buildings and the 800 MHz emergency radio system that public safety departments – police, fire, public health, etc. – use to do their jobs. DTIS also maintains the Mayor's Emergency Telecommunications System (METS) - the city-owned copper wire system connected to police and fire call boxes throughout the city and special "red phones" in key departments – and the siren system.



## DTIS SERVICE

### Telecommunications

- ❖ Desk phones
- ❖ Voicemail
- ❖ Cell phones
- ❖ Pagers
- ❖ Wireless data
- ❖ Local and long distance service
- ❖ Calling cards

## DESCRIPTION AND RESOURCES

DTIS negotiates and administers citywide contracts for telecommunications services and equipment including local and long distance toll service, cell phones, pagers and wireless data to maximize the greatest possible cost savings. DTIS maintains and distributes an inventory of telephone equipment, maintains the phone lines, and maintains the City's phone directory.

DTIS supports broadcast voicemails as needed by departments.

Telecommunications providers bill the City via DTIS, which, in turn bills the individual departments. DTIS recently installed a citywide asset management and billing system (STAMP) that allows departments online access to their telecommunications bills. See [intranet/dtis/stamp](#).

### Technology Planning

- ❖ Research
- ❖ Advanced technologies
- ❖ Policy development
- ❖ Standards
- ❖ Strategic planning

Policies, standards and strategic plans are essential as technology advances and resources are continually strained to meet needs. DTIS staff includes business analysts, systems analysts, policy analysts and technical writers to help you evaluate your current state and explore possibilities for using technology to improve manual and automated business processes.

DTIS also maintains contracts with consulting services such as Gartner Group and META as well as relationships with technology associations to ensure San Francisco remains on the forefront of government technology. Visit [intranet/dtis](#) and click "Research and Adoption."

## DTIS SERVICE

### Television and Video Services

- ❖ SFGTV Cable Channel 26
- ❖ Meeting videos
- ❖ Event coverage
- ❖ Web streaming Video on Demand
- ❖ Training videos
- ❖ Other broadcast projects
- ❖ Cable television franchise

## DESCRIPTION AND RESOURCES

DTIS staffs and manages SFGTV cable channel 26 that cablecasts live and taped meetings of the Board of Supervisors, commissions and city events. SFGTV operates out of City Hall and provides services such as broadcast quality video production and taping. SFGTV webstreams live through the Internet as well as from an archive of meetings as Video on Demand. Agenda-based indexing allows viewers to locate specific legislation. Visit the SFGTV site on the SFGov.org homepage or call (415) 554-4188.

SFGTV provides full service state-of-the-art video production for events or training purposes.

DTIS staff manages cable television franchises which allow Comcast and other cable operators to place equipment in the city rights-of-way. As a result, some city buildings have cable television service. DTIS assists departments with installing this service if available.

Cable consumer complaints are also handled through DTIS. The cable hotline is 415-554-4800.

### Training

- ❖ Hardware and software
- ❖ Professional certifications
- ❖ Classroom rental

DTIS offers a full range of training classes and materials for the latest versions of hardware and software to make sure that all city staff keeps up with the rapidly changing technology. Subjects include hardware, software, policies & procedures, strategic planning, business writing, business math, management issues, career development, and other job skills. Visit the DTIS Learning Center at [sfgov.org/TLC](http://sfgov.org/TLC). Fully equipped classrooms at 875 Stevenson are available for rent.





## II. Executive Summaries

### I. Emergency Services



## EMERGENCY SERVICES

No one who happened to be in San Francisco on October 17, 1989 will ever forget where they were at 5:04 p.m. when the Loma Prieta Earthquake rumbled through the ground leaving a trail of death, destruction, fear and confusion. In San Francisco alone, the fifteen-second earthquake resulted in eleven deaths and hundreds of injured. Thirty buildings either collapsed or were immediately demolished. Thirty-four fires ignited, caused by the quake and its aftershocks. The flames from the fire in the Marina district provided the only night light in a city left without any electricity late into the morning hours and beyond.

San Francisco was incapacitated for a brief period of time. While City offices were closed and City business at a standstill, the Fire and Police Departments under the direction of Mayor Art Agnos, worked day and night for weeks. The Mayor enlisted the services of City employees to help in all capacities, staffing emergency centers, providing shelter, blankets and food, expediting the review processes for allowing people to reenter their homes. But more than three-quarters of a century after the Great Earthquake and Fire of 1906, the City saw that it could happen again.

More recently, the horrendous September 11, 2001 terrorist attack on New York City underscored the critical need for emergency preparedness for a variety of catastrophes and the vulnerability of our city. The Emergency Communications Department (ECD) at 1011 Turk Street serves to meet that need. ECD is comprised of the 9-1-1 Emergency Command Center and the Office of Emergency Services.

All City employees, whether they know it or not, are on call in the event of an emergency. You, as a department head, may have special duties set out in the City's emergency plan or your department's emergency plan. You should familiarize with your plan sooner rather than later. You never know when you will be called upon. We encourage you to call ECD to arrange a visit and learn about our emergency services and response capability. Meanwhile, we offer you an Emergency Services Fact Sheet that explains what is required from you in the event of an emergency.

### Telephone Numbers

ECD.....	558-3800	OES.....	558-2700
Director, ECD.....	558-3886		

## **EMERGENCY SERVICES FACT SHEET FOR DEPARTMENT HEADS**

### **Mayoral Powers**

Under the Charter, Section 3.100, the Mayor has broad emergency powers to protect the lives, property and welfare of the City and County and its citizens. This includes the power to direct the personnel and resources of any department and to do whatever the Mayor deems necessary to meet the emergency. These powers are further defined in Chapter 7.6 of the City Administrative Code that grants the Mayor specific authority to direct departments in emergency response.

### **State Requirements**

#### **Disaster Service Worker Status**

Under the California Government Code, Section 3100, all public employees are declared to be disaster service workers and may be assigned to disaster service activities by their superiors. City workers are expected to respond to emergencies and to perform whatever duties may be required of them.

#### **Standardized Emergency Management System (SEMS)**

The Standardized Emergency Management System was created to manage responses to multi-agency and multi-jurisdictional emergencies in California. Its use is required by the California Government Code, Section 8607, and by the City Administrative Code, Section 7.6-1. Departments are expected to be familiar with SEMS and to incorporate it into functional emergency plans. The Office of Emergency Services can provide training and materials related to the Standardized Emergency Management System.

### **Emergency Planning Structure**

#### **Director of Emergency Services**

To discharge his/her charter responsibilities, the Mayor appoints a Director of Emergency Services who is responsible for developing and managing the City's emergency plan and for coordinating all protective and relief services, the training of emergency personnel and the operation and implementation of all emergency plans and activities. The Director of Emergency Services serves as the Executive Secretary of the Disaster Council and the Director of the Office of Emergency Services.

#### **Disaster Council**

In accordance with the California Emergency Services Act, the City and County of San Francisco has an accredited Disaster Council that is responsible for developing an emergency plan and for recommending to the Board legislation necessary to implement the emergency plan. The Disaster Council also recommends mutual-aid plans and agreements and the necessary implementing legislation. The Disaster Council is chaired by the Mayor



and includes major department heads having responsibility under the Emergency Operations Plan, key City officials, and three members of the Board of Supervisors appointed by the President of the Board. The Council normally meets twice a year, usually in April and October.

### **Emergency Operations Planning Task Force**

The EOP Task Force consists of emergency planners from departments having responsibilities under the Emergency Operations Plan. It is the primary planning and coordinating body for the City. The Task Force serves as staff to the Disaster Council, coordinates emergency planning among departments and reviews and recommends changes to the Emergency Operations Plan. The Task Force is chaired by the Office of Emergency Services and meets monthly. Departments with emergency plan responsibilities are expected to designate a representative to the Task Force.

### **Emergency Plans**

#### **Emergency Operations Plan**

Chapter 7 of the Administrative Code requires the development of a City Emergency Operations Plan that identifies department heads responsible for planning, coordination, and integration of personnel and resources for emergency operations. These department heads are responsible for developing plans to perform the functions assigned to them under the plan. These plans serve as annexes to the Emergency Operations Plan. Guidelines for the development of a functional annex are available from the Office of Emergency Services.

#### **Department Emergency Plan**

In an emergency, the Mayor relies on each department to organize, manage and execute emergency actions necessary to protect lives and property and restore basic public services. To do this, each department is required to maintain a department emergency plan that provides for the protection of staff, continuity of critical department functions, and support to the overall City response under the City's Emergency Operations Plan. Guidelines for the development of a department emergency operations plan are available from the Office of Emergency Services.

### **Emergency Response**

#### **Emergency Contact**

Department heads are expected to provide current contact data to the Office of Emergency Services for inclusion in an emergency contact roster.

#### **Emergency Operations Center**

The Office of Emergency Services maintains the City's Emergency Operations Center at 1011 Turk Street. Under actual or anticipated emergency conditions, any department head with emergency responsibilities may request activation of the EOC. This activation may

consist of a small crisis action team to assess and monitor developing events or a full or partial activation of the EOC team. Departments with responsibilities under the plan are expected to pre-identify staff for the EOC team sufficient to staff two twelve-hour shifts. These pre-identified personnel are placed on the emergency contact and access roster maintained by the Office of Emergency Services.

#### **Alternate Emergency Operations Center**

If the main emergency operations center is not available, Room 300 at the Moscone Center has been identified as the alternate EOC.

#### **Policy Group**

Upon activation of an emergency operations center, the Mayor will convene a group of senior department heads to provide advice on response and recovery policy issues. While there is a core group that is usually convened, any department head with relevant expertise may be asked to serve on the Policy Group by the Mayor. The Policy Group will normally meet during the initial stage of an emergency and periodically during the event as directed by the Mayor.

#### **Crisis Action Team**

Crisis Action Teams are small teams of key personnel who monitor and assess potential or developing emergencies and make recommendations regarding the deployment of City resources. A CAT may meet by conference call or may assemble at the EOC. Any department with relevant expertise may be requested to provide personnel for a CAT on short notice.

#### **Recovery**

Costs associated with disasters may be reimbursable under State and Federal recovery programs. Departments are expected to keep accurate records during an incident and to cooperate with the Office of Emergency Services to obtain reimbursement. The Office of Emergency Services can arrange for training on State and Federal programs.





## II. Executive Summaries

### J. Conflict of Interest/Sunshine Ordinance



## CONFLICT OF INTEREST

Once you become a public official, and that is what you are if you are a department head, you must be extra careful to observe the laws relating to conflicts of interest. It may be flattering to receive tickets to the opening of the opera and the attendant parties, box seats at the ballpark, be treated to dinner by lobbyists or prospective contractors at any one of our great restaurants. But as a public official, you are subject to a higher standard of ethics and every gift you receive over an amount certain must be reported on a government form and filed with the Ethics Commission.

All City officers and employees are subject to conflict of interest and government ethics laws that are found in state law and the San Francisco Charter and Campaign and Governmental Conduct Code. Under these laws, public officials may not make, participate in making or in any way seek to influence governmental decisions in which they have a disqualifying conflict of interest.

The conflict of interest laws also govern: the receipt of gifts or other things of value from regulated sources; compensated advocacy; political activity during working hours; disclosure of confidential information; incompatible activities, receipt of compensation, reward or gift from any source other than the City for services related to the governmental processes of the City; and post-employment activities, among other restrictions.

Public officials and designated employees with significant decision-making authority (those listed in section 3.1-100 et seq. of the Campaign and Governmental Conduct Code) must disclose their personal financial interests on financial disclosure forms called "Statements of Economic Interests" ("SEIs" or "Form 700"). Elected and appointed officials must file the SEIs, which are public records, within 30 days of assuming office and annually by April 1. These reports are considered public documents and often read by newspaper reporters and members of the public.

The Ethics Commission has a "Manual on Governmental Ethics Laws" that discusses many of these laws. The manual is available from the Commission's office at 30 Van Ness Avenue, Suite 3900, San Francisco and on its website.

Additionally, the City Attorney publishes Good Government Legal Guide, which provides an overview of the laws governing the conduct of public officials.

### Telephone Numbers

Ethics Commission.....	581-2300	Buck Delventhal, Government Team, City Attorney's Office.....	554-4700
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## SUNSHINE ORDINANCE

We San Franciscans take our democracy seriously. We are actively involved in the processes of government. We attend public meetings and participate, we write letters, we request information. Ever cognizant of the activist nature our citizenry, in 1993 the Board of Supervisors approved the Sunshine Ordinance and incorporated it into the Administrative Code as Chapter 67. In November 1999, the voters approved Proposition G, amending the Sunshine Ordinance to include new provisions.

The Sunshine Ordinance expanded the provisions of two state laws already on the books, the Brown Act and the Public Records Act. All three of these laws deal with the public's right to open government by guaranteeing access with respect to public meetings and public records. Where state and local laws differ, the City adheres to the more rigorous standard.

The Sunshine Ordinance governs the conduct of City commissions, boards and committees. It allows the public to address meetings, requires responses to immediate disclosure requests within twenty-four hours and eliminates the deliberative process privilege.

**Some of the details of the Sunshine Ordinance include:**

### Access to Public Records

- ☛ Immediate disclosure of public records within twenty-four hours and the City may not refuse to provide records under the balancing test or the deliberative process privilege.
- ☛ Calendars of the Mayor, City Attorney and Department Heads are public record.
- ☛ Records relating to employee misconduct, e-mail, annual reports are public.
- ☛ City contracts, rating panel sheets, sole source contracts and certain franchises, leases and permits
- ☛ Outside sources of funding and disclosure of financial interest of donor
- ☛ Retention of professional records by department heads and elected officials
- ☛ Maintenance of City Records and Index

### Access to Public Meetings

- ☛ A public meeting refers to a commission, committee, board or other body created by the Charter, ordinance, resolution or formal action of a legal body.
- ☛ Any board, commission, task force, sub-committee or other body created by a public body
- ☛ Any such body created by a federal, state or local grant whose members are appointed by City officials, employees or agents
- ☛ Agendas for regular and special meetings must be noticed seventy-two hours before the meeting. The agenda must include a meaningful description of each item of business and the proposed action.

The Sunshine Ordinance also includes provisions relating non-profit funding, contracts and disclosure of documents relating to the contracting process.



The Sunshine Ordinance Task Force was formed to facilitate implementation by departments of the Sunshine Ordinance. It hears complaints, takes testimony and works to ensure compliance with the ordinance.

### REFERENCES

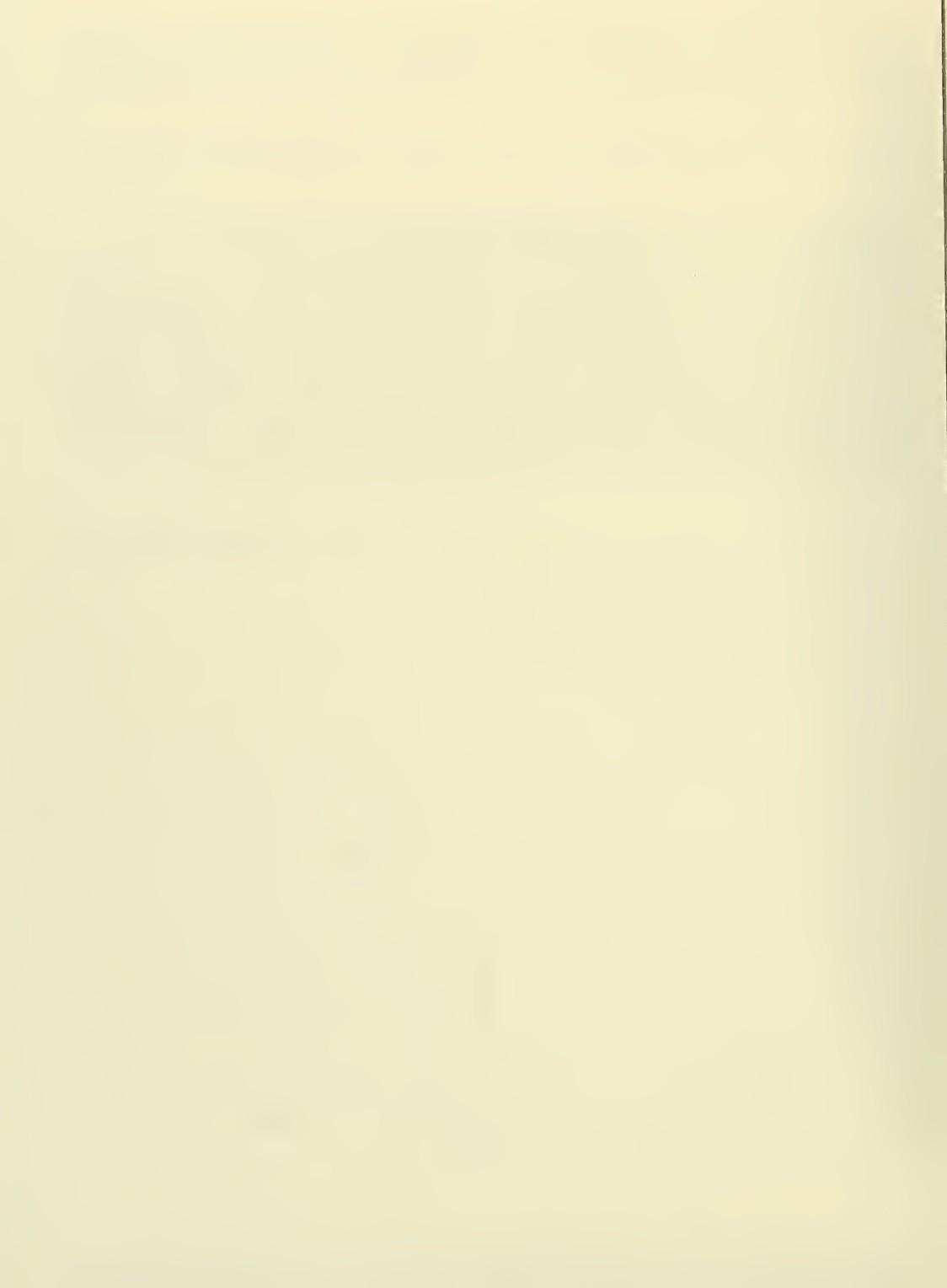
- Sunshine Ordinance  
(Admin. Code, Chapter 67)  
[sfgov.org/government](http://sfgov.org/government)

### Telephone Numbers

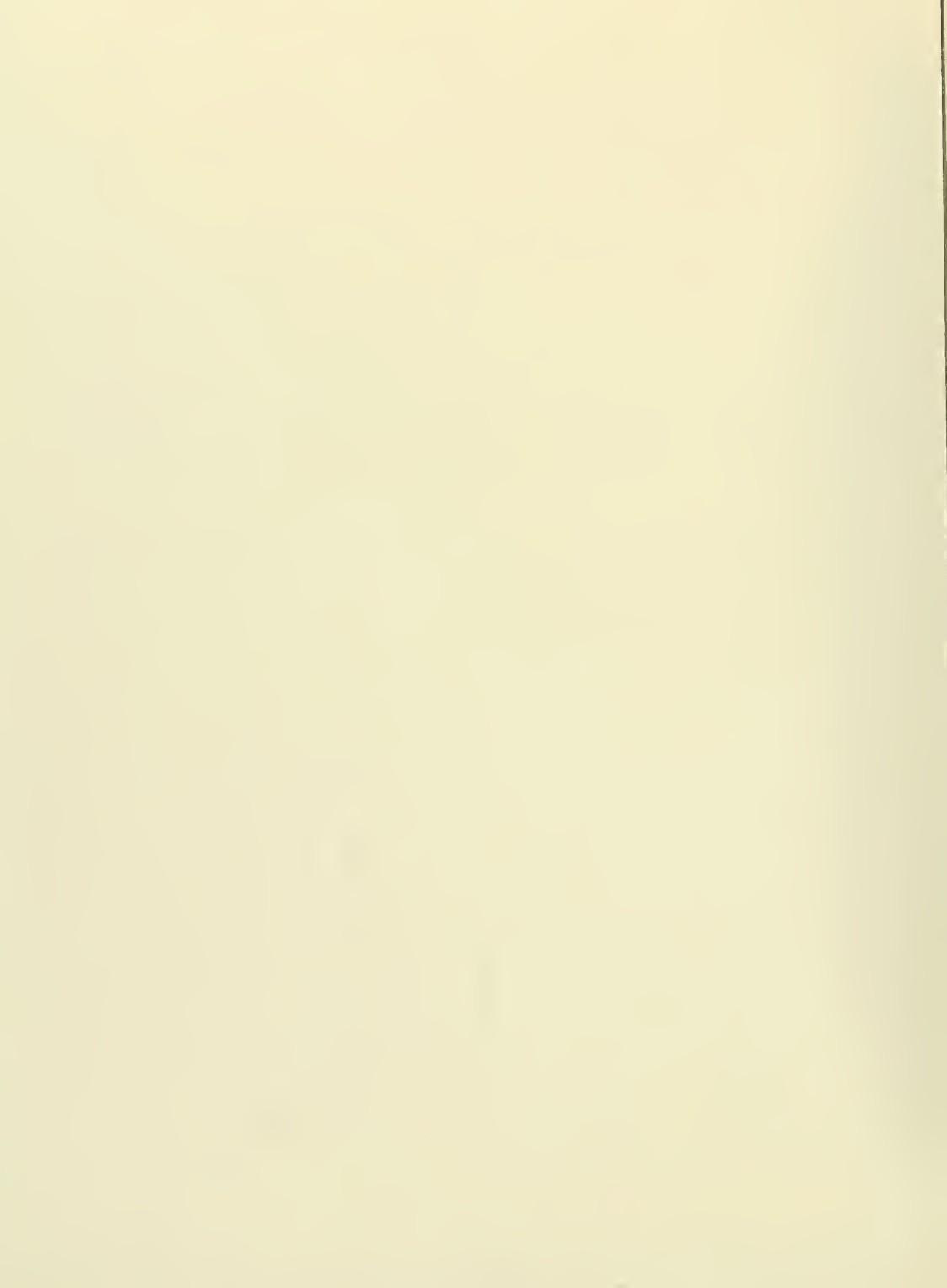
Sunshine Ordinance Task Force.....554-7724



### III. Appendices



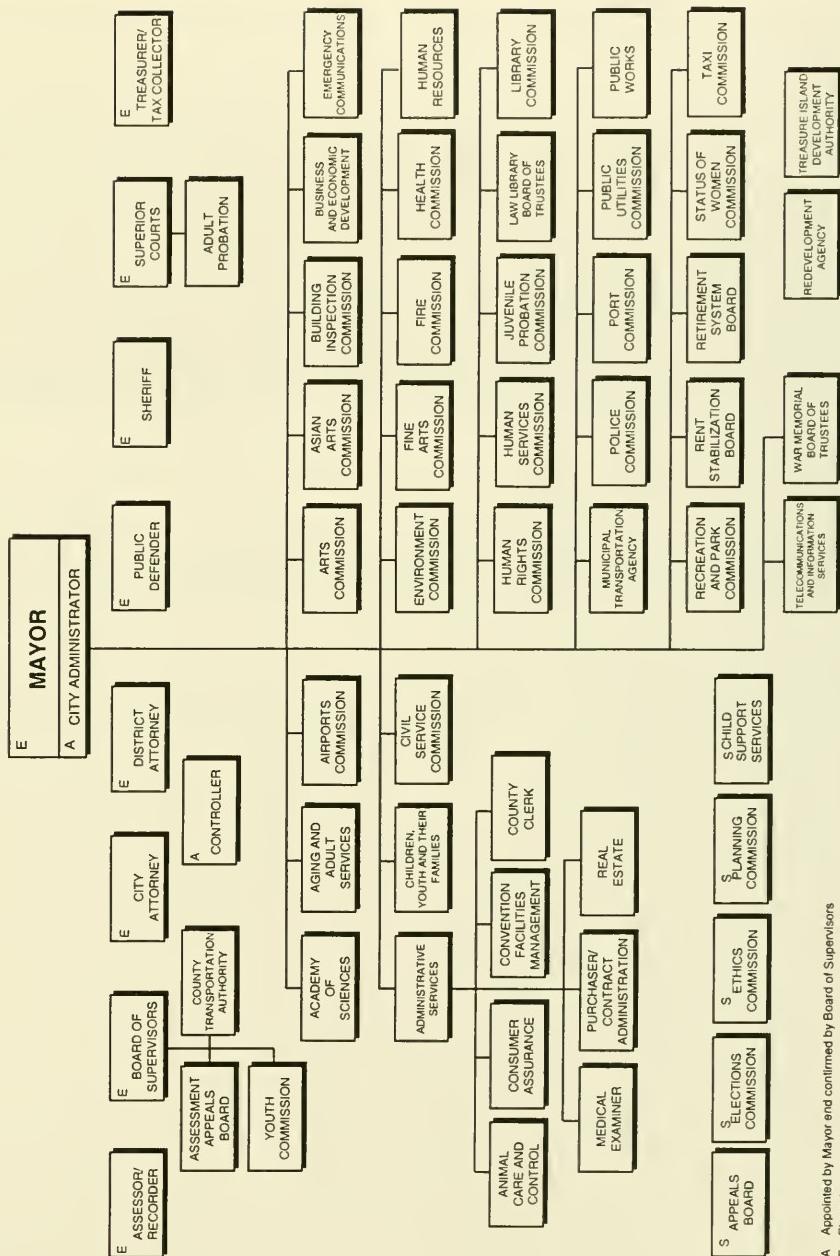




# San Francisco City and County Government

(As of June 30, 2003)

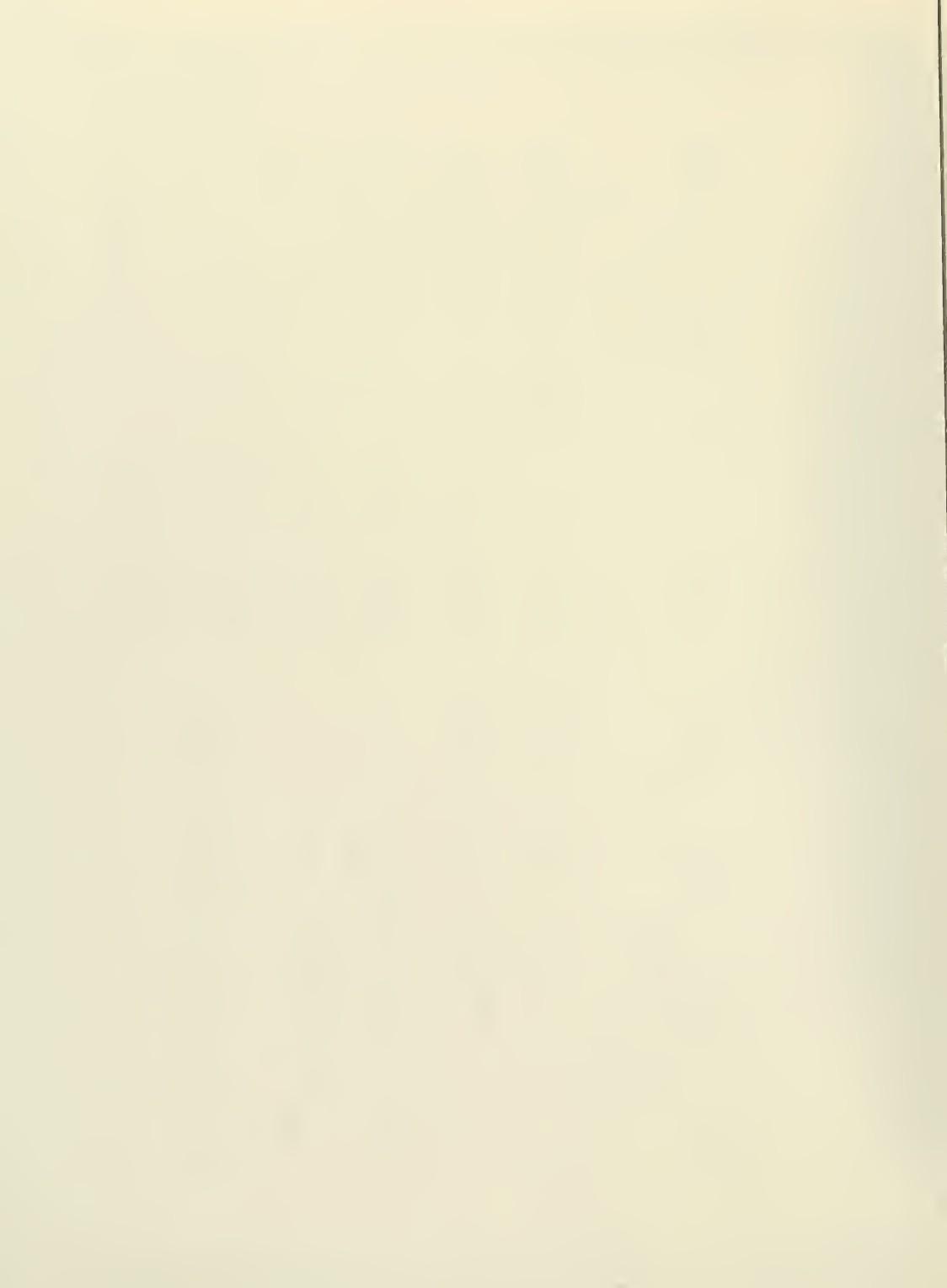
(As of June 30, 2003)



Approved by Mayor and confirmed by Board of Supervisors

Elected

Shared: appointed by various elected officials





### III. Appendices

#### AA2. Department Head Telephone Numbers



## DEPARTMENT HEAD TELEPHONE NUMBERS

Department	Name	Title	Phone	Fax	Location
Academy of Sciences, Steinhart Aquarium	Patrick Kociolek	Executive Director	321-8173	321-8609	875 Howard Street (Temporary)
Administrative Services	Darryl Burton	Director	554-5966	554-6177	City Hall, Room 362
Adult Probation	Armando Cervantes	Chief Adult Probation Officer	553-1687	553-1717	880 Bryant, Room 200
Aging and Adult Services	Derrick Lam	Executive Director	355-6789	355-6785	875 Stevenson, Room 125
Airport	John L. Martin	Director of Airports	(650) 821-5000	(650) 821-5005	San Francisco International Airport
Animal Care and Control	Carl Friedman	Director	554-9413	557-9950	1200 15th St.
Arts Commission	Richard Newirth	Director	252-2591	252-2595	25 Van Ness, Suite 240
Asian Art Museum	Emily Sano	Director	581-3751	581-4705	200 Larkin Street
Assessor/Recorder	Mabel Teng	Assessor/Recorder	554-5504	554-7915	City Hall, Room 190
Board of Education	Arlene Ackerman	Superintendent	241-6121	241-6012	555 Franklin Street, 3rd Floor
Building Inspection	Jim Hutchinson	Director (Acting)	558-6131	558-6225	1660 Mission Street
Child Support Services	Karen Roye	Director	356-2959	356-2774	617 Mission St.
Children, Youth and their Families	Margaret Brodkin	Director	554-8991	554-8777	1390 Market, Room 918
Citizen Complaints, Office of (OCC)	Kevin Allen	Director	597-7711	554-7733	480 Second St., Suite 100
City Administrator	William (Bill) Lee	City Administrator	554-4852	554-4849	City Hall, Room 352
City Attorney	Dennis Herrera	City Attorney	554-4748	554-4715	City Hall, Room 234
City College	Dr. Phillip Dav, Jr.	Chancellor	239-3303	239-3918	50 Phelan Avenue

## DEPARTMENT HEAD TELEPHONE NUMBERS

Department	Name	Title	Phone	Fax	Location
<b>City Planning</b>	Larry Badiner	Director (Acting)	558-6411	558-6409	1660 Mission, 5th Floor
<b>Civil Service Commission</b>	Kate Favetti	Executive Officer	252-3247	252-3260	25 Van Ness, Suite 720
<b>Communications (Mayor's Office)</b>	Peter Ragone	Director	554-6131	554-4058	City Hall, Room 291
<b>Community Development, Mayor's Office of (MOCD)</b>	Dwayne Jones	Director	252-3150	252-3110	25 Van Ness, Suite 700
<b>Contract Administration, Office of (OCA)</b>	Naomi Little	Director	554-6743	554-6717	City Hall, Room 430
<b>Controller</b>	Edward Harrington	Controller	554-7500	554-7466	City Hall, Room 168
<b>Convention Facilities</b>	John Noguchi	Director	978-5925	978-5913 204	99 Grove, Room 204
<b>County Clerk</b>	Nancy Alfaro	Director	554-4955	554-4951	City Hall, Room 316
<b>DHS (Dept. of Human Services)</b>	Trent Rhorer	Executive Director	557-6540	431-9270	170 Otis
<b>DPH (Dept. of Public Health)</b>	Dr. Mitch Katz	Director	554-2601	554-2888	101 Grove
<b>DPW (Dept. of Public Works)</b>	Ed Lee	Director	554-6920	554-6944	City Hall, Room 348
<b>DTIS (Dept. of Telecommunications and Information Services)</b>	Lewis Loeven	Executive Director	554-0890	554-4733	875 Stevenson, 5th Floor
<b>District Attorney</b>	Kamala Harris	District Attorney	553-1741	553-1737	Hall of Justice, 850 Bryant, 3rd Floor
<b>Economic &amp; Workforce Development</b>	Jesse Blout	Director	554-6969	554-6018	City Hall, Room 436
<b>Elections</b>	John Arntz	Director	554-4347	554-7344	City Hall, Rm. 48

## DEPARTMENT HEAD TELEPHONE NUMBERS

Department	Name	Title	Phone	Fax	Location
<b>Emergency Communication</b>	Chris Cunic	Director	558-3886 558-3815	558-3864	1011 Turk
<b>Emergency Services</b>	Annnemarie Conroy	Director	558-2700	431-7500	1011 Turk
<b>Entertainment Commission</b>	Bob Davis	Director	554-7793	554-7934	City Hall, Room 453
<b>Environment, Dept. of Ethics Commission</b>	Jared Blumenfeld John St. Croix	Director Director	355-3703 581-2300	554-6393 581-2317	11 Grove 1390 Market St., Room 801
<b>Film and Video Arts Comm.</b>	Stephanie Pleet Coyote	Executive Director	554-6244	554-6503	City Hall, Room 473
<b>Fine Arts Museum</b>	Harry Parker	Director	750-3662 750-3661	750-7686	Golden Gate Park
<b>Fire Department</b>	Joanne Hayes-White	Chief	558-3401	558-3407	698 Second St.
<b>Grants for the Arts</b>	Kary Schuman	Director	554-6710	554-6711	City Hall, Room 347
<b>Housing Authority</b>	Gregg Forner	Executive Director	554-1296	241-1024	440 Turk St.
<b>Human Resources</b>	Phil Ginsburg	Director	557-4955	557-4835	44 Gough
<b>Human Rights Comm.</b>	Virginia Harmon	Executive Director	252-2511	431-5764	25 Van Ness Ave., Suite 800
<b>Immigrant Rights Commission</b>	Dang Pham	Executive Director	554-7583	554-7934	City Hall, Room 453
<b>Juvenile Probation</b>	Nancy Yalon	Chief Juvenile Probation Officer (Acting)	753-7556	753-7557	375 Woodside Ave.
<b>SF Public Library</b>	Paul Underwood	City Librarian (Acting)	557-4243	557-4239	100 Larkin St.
<b>Mayor's Budget Office</b>	Gavin Newsom Ben Rosenfield	Mayor Director	554-6141 554-6266	554-6160 554-6158	City Hall, Room 200 City Hall, Room 288

## DEPARTMENT HEAD TELEPHONE NUMBERS

Department	Name	Title	Phone	Fax	Location
<b>Mayor's Criminal Justice Council (MCJC)</b>	Murlene Randle	Director	554-6560	554-6995	City Hall, Room 496
<b>Mayor's Office of Community Development (MOCD)</b>	Dwayne Jones	Director	252-3150	252-3110	25 Van Ness, Suite 700
<b>Mayor's Office of Disability</b>	Susan Mizner	Director	554-6789	554-6159	401 Van Ness, 3rd Floor
<b>Mayor's Office of Housing (MOH)</b>	Matt Franklin	Director	252-3184 252-3210	252-3140	25 Van Ness, Suite 700
<b>Mayor's Office of Public Policy and Finance</b>	Joyce Newstat	Director	554-6114	554-6158	City Hall, Room 288
<b>Mayor's Office of Neighborhood Services (MONS)</b>	Joe Caruso	Director	554-7111	554-6474	City Hall, Room 160
<b>Medical Examiner</b>	Amy Hart, M.D.	Medical Examiner	553-1698	553-1650	Hall of Justice, 850 Bryant St.
<b>Municipal Railway (MUNI) or Municipal Transportation Agency</b>	Michael Burns	General Manager	554-4129	554-4143	401 Van Ness, Room 334
<b>OCC (Office of Citizen Complaints)</b>	Kevin Allen	Director	597-7711	554-7733	480 Second St., Suite 100
<b>Parking and Traffic</b>	Bond Yee	General Executive Director (Acting)	554-9835	554-9834	25 Van Ness, Room 410
<b>Permit Appeals, Board of Planning (City Planning)</b>	Robert Feldman	Executive Secretary	575-6880 Director (Acting)	575-6885 558-6411	1660 Mission 558-6409 5th Floor
<b>Police</b>	Heather Fong	Chief	553-1551	553-1554	Hall of Justice, 850 Bryant, 5th Floor

## DEPARTMENT HEAD TELEPHONE NUMBERS

Department	Name	Title	Phone	Fax	Location
Port	Monique Moyer	Executive Director	274-0400	274-0412	Pier 1
Press (Mayor's Office)	Peter Ragone	Director	554-6131	554-4058	City Hall, Room 291
Protocol	Charlotte Mailiard-Shultz	Chief of Protocol	554-6143	554-5255	City Hall, Room 200
Public Defender	Jeff Adachi	Public Defender	553-1677	553-9810	555 7th St.
Public Finance	Nadia Sesay	Director (Acting)	554-5956	554-4846	City Hall, Rm. 336
Public Health (DPH)	Dr. Mitch Katz	Director	554-2601	554-2888	101 Grove
Public Utilities Commission (PUC)	Susan Leal	General Manager	554-3160	554-3161	1155 Market, 4th Floor
Real Estate	Steve Legnitto	Director	554-9875	552-9216	25 Van Ness, Suite 400
Recreation and Park	Yomi Agunbiade	General Manager (Acting)	831-2701	831-2096	McLaren Lodge, 501 Stanyan St.
Redevelopment	Marcia Rosen	Executive Director	749-2458/2455/2588	749-2525	770 Golden Gate, 3rd Floor
Rent Board	Delene Wolf	Director (Acting)	252-4644	252-4699	25 Van Ness, Suite 320
Retirement System	Clare Murphy	Executive Director	487-7025	487-7023	30 Van Ness, Suite 3000
Sheriff	Michael Hennessey	Sheriff	554-7225	554-7050	City Hall, Room 456
Small Business Commission	Agnes Briones	Executive Director	554-6134	558-7844	City Hall, Room 436
Status of Women, Department on the	Emily Murase	Director	252-3206	252-2575	25 Van Ness, Suite 130
Taxi Commission	Kelly Castagnaro	Executive (Acting)	554-7750	554-7751	City Hall, Room 448

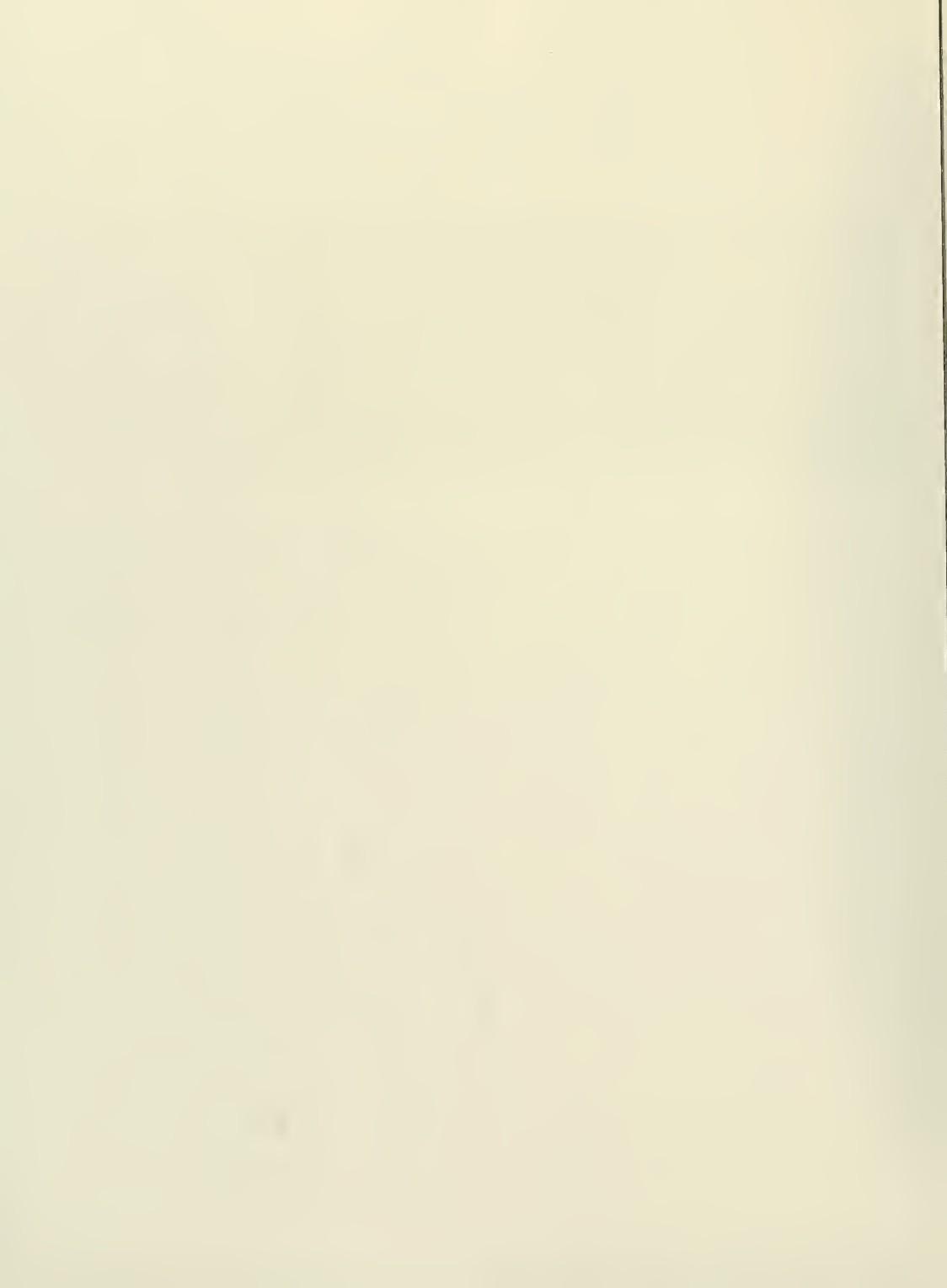
## **DEPARTMENT HEAD TELEPHONE NUMBERS**

Department	Name	Title	Phone	Fax	Location
Telecommunications and Information Services <b>(DTIS)</b>	Lewis Loeven	Executive Director	554-0890	554-4733	875 Stevenson, 5th Floor
Treasure Island	Tony Hall	Executive Director	274-0660	274-0298	410 Ave. of Palms, Bldg. 1, 2nd Floor, Treasure Island
Treasurer/Tax Collector	Jose Cisneros	Treasurer	554-4478	554-4672	City Hall, Room 140
War Memorial	Elizabeth Murray	Managing Director	621-6600	621-5091	401 Van Ness, Room 110



### III. Appendices

#### AA3. Departments



## DEPARTMENTS

### ELECTED OFFICIALS

#### MAYOR

The Mayor is responsible for the performance of all departments under the supervision of the city's boards and commissions. The Mayor is directly responsible for appointments of departments and commissions, recommendations to the Board of Supervisors, and the annual city budget. The Mayor appoints the City Administrator and the City Controller positions along with any elected post if it has been vacated before the end of term. During a city emergency, the mayor may mobilize any City department and deputize and employ others as needed with the consent of the majority of the Board of Supervisors.

If the Mayor is deemed unable to fulfill his duties, the position may be filled by (in this order) first, the president of the Board of Supervisors; second, the chairman of the Finance Committee of the Board of Supervisors; third, the most senior member of the Board of Supervisors; and the fourth, the City Administrator.

#### BOARD OF SUPERVISORS

The Board of Supervisors is the legislative body of San Francisco. Its members are elected from eleven districts. The Board is responsible for enacting all local laws, approving the city budget, appropriating city funds, setting the certain tax rates and fees and approving the hire of independent contractors.

The current standing committees of the Board are: Budget, Finance and Audits, City Services, Neighborhood Services and Recreation, Land Use, Rules, City and School District and Local Agency Formation Commission (LAFco).

An ordinance, a local law passed by the Board of Supervisors, must be introduced by a member of the board and referred to a board committee for study and report. After the committee reports back to the full board, the ordinance must be read and voted on in two separate board meetings at least five days apart.

After the Board passes an ordinance or resolution, the Clerk of the Board transmits it to the mayor within twenty-four hours, who must act on it within ten days. If the mayor vetoes an ordinance or resolution, the Board may overturn the decision within thirty days by a two-thirds vote of all members of the board.

Citizens may place ordinances on the ballot through the initiative process. Signatures obtained from 5% of the total number of registered voters may qualify an initiative ordinance for inclusion on the ballot. A charter amendment may qualify for inclusion on the ballot by a majority vote of the Board of Supervisors. Initiative charter amendments require signatures of 10% of the total number of registered voters.



## ASSESSOR/RECORDER

The Assessor/Recorder's Office identifies all taxable real and personal property in the City and County of San Francisco; produces the assessment roll in accordance with California state law; assists taxpayers on issues and concerns regarding property valuation; and maintains official records of the city associated with land transactions, including deeds, security agreements, liens and maps.

## CITY ATTORNEY

The City Attorney provides advice and counsel to every functional unit of local government. The office drafts and reviews legislation, contracts and other legal documents; represents the city in civil legal proceedings; defends the validity of locally enacted laws and the administrative actions of city officials; and protects residents and neighborhoods by enforcing existing building, health and public safety codes.

## DISTRICT ATTORNEY

The District Attorney's Office reviews and prosecutes criminal acts in co through the Felony and Misdemeanor Trial divisions, maintains a Bureau of Criminal Investigation and administers various ancillary criminal justice programs.

## PUBLIC DEFENDER

The Public Defender's Office provides constitutionally mandated representation to more than 20,000 adult indigent clients and 1,000 juvenile clients each year. The office advises clients of their legal rights and defends clients' legal rights under the U.S. and California constitutions throughout criminal, juvenile and mental health proceedings and conservatorships. The office also provides representation in the city's drug court, domestic violence court and mentor court. The office also provides impingement services to individuals who want to clear their criminal records or seek certificates of rehabilitation from the Governor.

## SHERIFF

The Sheriff is responsible for the detention of persons arrested or under court order, operating the county jail facilities and alternative sentencing programs, providing security for city facilities and executing criminal and civil warrants and court orders. The Sheriff operates jail facilities at the Hall of Justice, 425 Seventh Street, the San Bruno Complex, and San Francisco General Hospital. The department also transports prisoners from district police stations, jails, hospitals, and courts; provides security for the Courts, City Hall, the Department of Child Support Services, and the Emergency Communications Center; and enforces civil judgments, including wage garnishments and evictions.

## TREASURER/TAX COLLECTOR

The Treasurer is collects all taxes and fees due to the City and County of San Francisco. The Treasurer/Tax Collector invests City funds and provides a central payment center for collecting taxes, transient occupancy taxes and other regulatory licenses and permits. The department also provides collection services for city and county delinquent accounts.

## APPOINTED OFFICIALS

The following posts are appointed by the Mayor and confirmed by the Board of Supervisors.

### CITY ADMINISTRATOR

In addition to appointing the directors of the Departments of Administrative Services and Public Works, the City Administrator oversees the following agencies and programs: the Department of Consumer Assurance, the Immigrants Rights Commission, the Real Estate Fraud Prosecution Trust Fund Committee, the Index of Public Records and the Neighborhood Beautification Fund, the Hotel Tax Fund's Grants for the Arts, homeless programs, capital projects and various task forces and committees. The City Administrator is also responsible for holding administrative review hearings for the Office of Labor Standards Enforcement and the Water Users Rate Board.

The City Administrator proposes rules of procurement and contracting to the Board of Supervisors, awards contracts and coordinates the bonds and notes for capital improvements, equipment and cash flow borrowings (except for projects directly under the Airport, Port, Public Utilities and Public Transportation Commissions.)

### CONTROLLER

The Controller's Office processes the City's budget, projects and certifies city revenues, develops and maintains financial information systems, conducts financial and performance audits, prepares and distributes paychecks to all city employees and assists departments with implementation of performance management and citywide projects.

The Controller also reviews proposed contracts to determine if the work can be performed at a lower cost by city workers or by outside contracts. The Controller also assesses the cost of all ballot measures. Once a year, the Controller submits a complete financial report to the mayor, the Board of Supervisors and the City Administrator. Once every quarter, the Controller submits a report summarizing revenues and expenditures and giving the current balance in each City fund.



## DEPARTMENTS AND COMMISSIONS

### THE ACADEMY OF SCIENCES

The Academy comprises the Steinhart Aquarium, the Natural History Museum and the Morrison Planetarium. It also has eight scientific research departments and hosts numerous public education programs.

### ADMINISTRATIVE SERVICES (DAS)

The Department of Administrative Services manages or oversees the operations of a wide range of City departments, offices and programs, including: Animal Care and Control, City Hall, Convention Facilities Management, Film Commission, Medical Examiner, Office of Contract Administration, County Clerk, Disability Office, Fleet Management, Reproduction and Mail Services, Real Estate and Risk Management. The department processes all City purchase requests, purchases and manages City property, performs printing and mailing services for all City departments, maintain the City's vehicle fleet, maintains and manages City insurance policies, issues marriage licenses and other registration services and performs weddings, oversees management of the Convention Facilities, carries out disability programs and legal mandates, provides accounting and payroll services to several small departments and provides the same for all other Administrative Services offices.

### ADULT PROBATION

The Adult Probation Department refers probationers and victims to community-based treatment programs and counseling services. It collects court fines, fees and victim restitution, conducts background investigations and prepares reports for the court on individuals being sentenced after a felony conviction. The department also enforces court-ordered convictions and supervises offenders on probation.

### AGING AND ADULT SERVICES

The Aging and Adult Services Department assists older and functionally impaired adults and their families to maximize self sufficiency, safety, health and independence so that they can remain in the community for as long as possible and maintain the highest quality of life. The department coordinates an integrated, comprehensive range of social, mental health and long-term care services that foster independence and self-reliance in an enriching environment. It also protects the rights and assets of those who are no longer able to care for themselves or advocate their rights or for those who are deceased. The department is comprised of four major divisions (1) the Office on the Aging allocates funding to help seniors remain in their own homes; (2) the Public Guardian/Public Conservator provides financial management and personal conservatorships for vulnerable elders and adults; (3) the Public Administrator oversees the estates of people who die without a will or when appointed by a Superior Court order; and (4) Adult Protective Services, which investigates and intervenes in cases of physical or financial abuse of dependent adults or elders in cases of self neglect.

**AIRPORT COMMISSION/SAN FRANCISCO INTERNATIONAL AIRPORT**

The Airport Commission and the San Francisco International Airport (SFO) provide operation and maintenance of airport facilities and runways, safety and security services, airport museum displays and exhibits and a noise abatement program.

**ANIMAL CARE AND CONTROL, (ACC) ADMINISTRATIVE SERVICES**

This department enforces all animal welfare and control laws and manages and cares for the City's stray, abandoned and mistreated animal population. Open every day of the year, ACC accepts emergency calls, conducts daily field patrols through the City and offers 24-hour service for picking up seriously sick or injured stray animals for emergency treatment. The department is divided into six divisions: Field Services, Animal Care Services, Veterinary Medical Services, Shelter Office, Community Affairs and Volunteer Services, and Administration and Support. ACC offers adoption services, vaccinations and other inoculations for pets.

**ARTS COMMISSION**

The Arts Commission provides civic design review, maintains the civic art collection, provides community arts and education programs, supports public art projects, dispenses cultural equity grants, hosts Arts Commission Gallery exhibitions, and administers the street artists and municipal symphony programs and the four city-owned cultural centers.

**ASIAN ART MUSEUM**

The Asian Art museum houses the City's collection of nearly 13,000 Asian art objects, including the Avery Brundage Collection; hosts special exhibitions; and offers numerous educational and outreach programs.

**BOARD OF PERMIT APPEALS**

The Board of Permit Appeals hears administrative appeals from the public on licenses and permits issued, suspended, revoked or denied by any City department; from the zoning administrator on variances; and from the Planning Commission on specific rulings.

**BUILDING INSPECTION (DBI)**

The department enforces the City's building, housing, plumbing, electrical, and mechanical codes, as well as its disability access regulations. The department's core services include inspecting buildings, structures and sites for compliance with local, state and federal laws regulating construction and site improvements. DBI also conducts public outreach and education services on building safety and related issues.

**CHILDREN, YOUTH AND THEIR FAMILIES (DCYF)**

The Department of Children, Youth and Their Families supports more than 200 programs at community-based organizations, schools and city departments to deliver academic support, youth employment, early childhood education, family support, child care, arts, recreation and sports and medical and mental health services. DCYF also coordinates several initiatives with local agencies to work together to achieve common goals, including programs such as High Quality Child Care, Truancy Prevention, Youth Employment, Wellness Centers, Youth-Initiated Projects, SF TEAM (elementary school literacy), Gang-Free Communities, Beacon Centers and Safe Start.



## **CIVIL SERVICE COMMISSION (CSC)**

The commission establishes rules, regulations, and policies on public employment; hears appeals of the decisions of the Human Resources Director; provides training and education of the merit system; and monitors and audits the operation of the merit system through inspection services. This commission also conducts surveys, sets salaries for elected officials, provides outreach, information and notification of the Catastrophic Illness Program and administers the City's Employee Relations Ordinance.

## **CONVENTION FACILITIES MANAGEMENT, ADMINISTRATIVE SERVICES**

Convention Facilities Management promotes tourism, business meetings and convention activity by providing high quality exhibition and meeting space and facilitating communication among labor, hoteliers and suppliers. It is responsible for marketing, booking and maintaining Moscone Center, Bill Graham Civic Auditorium and City Hall. The department provides direction and funding to the San Francisco Convention and Visitors Bureau to support the Bureau's task of promoting San Francisco as a destination for conventions, meetings and trade shows. At City Hall, the department manages tours for the public, special events and audio-visual support for public meetings. The department also provides direction and support to the San Francisco Film Commission.

## **COUNTY CLERK, ADMINISTRATIVE SERVICES**

The County Clerk provides a central location where people and businesses may file documents that relate to: names of businesses; marriages; domestic partnerships; notaries public; environmental impact reports; and others. The County Clerk protects personal and property rights by being the repository for these documents. Anyone may examine these records if they have questions about the status of a business or individual.

## **ECONOMIC AND WORKFORCE DEVELOPMENT**

The office coordinates the economic development plans and policies of the City, enhances the economic vitality of San Francisco, expands the tax and employment base, revitalizes neighborhood commercial corridors and generates jobs for residents. This office provides public finance and capital development services through the Office of Public Finance and the Small Business Commission. It coordinates Bay Area intergovernmental programs and provides import and export development assistance through the Office of International Commerce and Trade.

## **ELECTIONS COMMISSION**

The Elections Commission assumed policy-making authority and oversight of all public federal, state, district and municipal elections in the City and County of San Francisco January 1, 2002. The Commission is charged with setting general policies for the Department of Elections and is responsible for the proper administration of the department.

## **DEPARTMENT OF ELECTIONS**

The department manages the registration of voters, the placement of ballot initiatives, the administration of elections and outreach programs to all eligible residents. The department maintains voter rolls, produces and distributes voter information pamphlets, administers precinct and absentee voting and responds to all questions concerning the election process.

**EMERGENCY COMMUNICATIONS DEPARTMENT (9-1-1)**

The Emergency Communications Department provides 9-1-1 dispatch services throughout the City and County of San Francisco for public safety services provided by police, fire and emergency medical personnel. The Emergency Services Division develops and manages the emergency plan for the City and County of San Francisco, coordinates all protective and relief services, provides emergency services training and implements all emergency plans and activities. This division also administers the following programs: Emergency Preparedness, Community Preparedness, Emergency Operation Center and Disaster Recovery.

**EMERGENCY SERVICES AND HOMELAND SECURITY, OFFICE OF (OES)**

The MOES develops and manages the emergency plan for the City and County of San Francisco, coordinates all protective and relief services, trains emergency services, and implements all emergency plans and activities. The MOES administers the following programs: Emergency Preparedness Program, Community Preparedness Program, Emergency Operation Center Program and the Disaster Recovery Program.

**ENTERTAINMENT COMMISSION**

The Entertainment Commission issues all entertainment-related permits in San Francisco. Types of permits include: Loudspeakers, Places of Entertainment, Extended Hours Premises, Billiard Parlors and Mechanical Amusement devices for nightclubs and bars. The commission is also responsible for coordinating large, outdoor events within the City and County.

**ENVIRONMENT COMMISSION**

The Commission on the Environment sets policy for the Department of the Environment and advises the Mayor and Board of supervisors on environmental matters.

**ENVIRONMENT**

SF Environment provides programs for San Francisco residents and businesses, including recycling, toxics reduction, environmental justice grants and energy efficiency. The department also educates the public by providing easily accessible comprehensive information on a wide range of sustainable practices.

**ETHICS COMMISSION**

The commission enforces and implements campaign consultant and lobbyist registration and regulation, campaign finance disclosure services and audits, conflict of interest reporting, Whistleblower Program investigations, and the Election Campaign Fund, which provides limited public financing for district elections for supervisors. Department heads and senior managers must file conflict of interest forms with the Ethics Commission every year.

**FILM COMMISSION, ADMINISTRATIVE SERVICES**

The Film Commission office works with other City departments, the film industry, and neighborhood and merchant groups to coordinate filming in San Francisco. The Commission markets and promotes San Francisco as a filming destination to the film industry.



## FINE ARTS MUSEUMS (FAM)

The Fine Arts Museums of San Francisco conserves, collects and exhibits art and provides arts education programs. It stewards a permanent collection of 122,000 pieces of art, arts education programs, special exhibitions, and conservation laboratories. The Fine Arts Museums operates two museums: the California Legion of Honor and the M.H. De Young Memorial Museum, which closed in December 2000 for reconstruction. The Legion of Honor displays European Art, Ancient Art and the Achenbach Foundation for Graphic Arts. The de Young collection is in a temporary storage facility and includes American Art, Arts of Africa, Oceania and the Americas and textiles.

## FIRE COMMISSION

The Fire Commission sets pertinent policy and supports the administration of the department.

## FIRE DEPARTMENT

The Fire Department provides fire suppression, fire prevention and education programs, commercial and residential building inspections, fire and arson investigations, emergency medical response services, and community disaster preparedness training.

## GRANTS FOR THE ARTS (GFTA), ADMINISTRATIVE SERVICES

Grants For The Arts/Hotel Tax Fund provides grant funding for an array of arts and cultural organizations and events in San Francisco. This economic investment in the activities of diverse arts and promotional groups is financed by a portion of the 14% room tax levied on local hotel rooms.

## HEALTH COMMISSION

The Health Commission oversees the provision of public health services. It is the governing body for the Department of Public Health and has jurisdiction over San Francisco General, Laguna Honda, district health clinics, AIDS services, mental health services, public health services, substance abuse programs, emergency room services and jail health services. Commissioners are responsible for setting public health policies for the city and county, approving the department's budget, considering contracts, and managing fiduciary and legal matters.

## HEALTH SERVICE SYSTEM

The Health Service System provides health and other benefits to City employees. It is overseen by the Department of Human Resources.

## HOUSING AUTHORITY

The Housing Authority manages some 6,000 units of public housing in over forty-eight developments located throughout the city. SFHA developments are home to more than 2,200 seniors and disabled citizens. The rest are family developments.

## **HUMAN RESOURCES (DHR)**

The department administers the civil service provisions of the Charter, provides personnel and organizational development services to departments, ensures equal employment opportunity and workforce diversity, administers employee healthcare and workers' compensation benefits, and represents the City and County in collective bargaining with employee organizations.

## **HUMAN RIGHTS COMMISSION (HRC)**

The commission implements and enforces City ordinances that prohibit discrimination in City contracts, housing, employment and public accommodations. It addresses issues of sexual orientation, race, gender identity, HIV status, domestic partnership, disability, weight/size, and immigration status.

## **HUMAN SERVICES (DHS)**

The Department of Human Services serves families, children, the elderly, the underemployed, disabled and dependent adults. It provides three types of core services—safety net programs for low-income families and individuals who are unable to support themselves; programs designed to protect the well-being of children, families, the elderly and dependent adults; and programs that promote economic self-sufficiency among the working poor and recipients of public assistance. Programs include Food Stamps, Housing and Homeless, Medi-Cal, In-Home Support Services, Foster Care and Adoptions, Employment and Training Services, County Adult Assistance Programs and CalWORKS.

## **IMMIGRANT RIGHTS COMMISSION, CITY ADMINISTRATOR**

The Immigrant Rights Commission is charged with providing advice and making recommendations to the Board of Supervisors and the Mayor on issues affecting immigrants working and residing in the City and County of San Francisco.

## **JUVENILE PROBATION**

The department provides field services for investigations and supervision of delinquent youth, shortterm secure residential custody for youth awaiting court hearings and a post-disposition residential program for delinquent male wards of the court. The department provides administrative, financial, and buildings and ground support services to these facilities.

## **LIBRARY**

The Public Library operates the main library and twenty-six branch libraries and provides children's reading programs, the bookmobile program, Project Read, Library on Wheels, and the Youth Guidance Center Collaborative.



## MEDICAL EXAMINER'S OFFICE, ADMINISTRATIVE SERVICES

The department provides forensic medicine and toxicology services to deceased and living individuals in accordance with California State law. The department investigates and determines the cause, circumstance, and manner of all deaths reported. The department also detects criminal injuries and examines and diagnoses child or elder abuse, charge of domestic violence, criminal injuries, and misadventure or abuse injuries in both the living and deceased. In addition, the department provides forensic toxicology analysis for criminal cases of both the living and the dead and provides neutral expert forensic testimony in criminal courts.

## MUNICIPAL TRANSPORTATION AGENCY (MTA)

Municipal Railway provides trolley bus, motor coach, light rail, cable car, historic cars and paratransit services in the City. The Parking and Traffic division enforces all local and state parking laws; issues parking permits; manages City-owned parking garages; installs and maintains traffic signals, parking meters, traffic signs and street markings; coordinates safe traffic flow at school intersections, on high-use transit corridors and in neighborhoods and commercial districts; and processes and adjudicates all parking citation and tow appeals.

## OFFICE OF CITIZEN COMPLAINTS (OCC)

The OCC investigates complaints against San Francisco police officers. Although it is under the authority of the Police Commission, it is staffed by civilians who have never been police officers in San Francisco.

## OFFICE OF CONTRACT ADMINISTRATION (OCA), ADMINISTRATIVE SERVICES

The department administers the purchase of all commodities and services required by City departments. It manages the bidding, award and administration of City contracts; manages, recycles or disposes surplus City furniture, equipment and supplies and monitors and enforces the Minimum Compensation Ordinance (MCO), the Labor Standards Enforcement Ordinance (LSEO), and the City's new Health Care Accountability Ordinance (HCAO).

## PARKING AND TRAFFIC (DPT)

Under the authority of the MTA, this agency enforces all local and state parking laws; issues parking permits; manages city-owned parking garages; installs and maintains traffic signals, parking meters, traffic signs, and street markings; coordinates safe traffic flow at school for high-use transit corridors and commercial districts; and processes and adjudicates all parking citation and tow appeals.

## PLANNING COMMISSION

The Planning Commission develops, updates, and implements the City's General Plan. The Commission must approve any projected plan brought to them by the professional staff of the Planning Department.

**PLANNING DEPARTMENT (DCP)**

The City Planning Department administers the Planning Code and performs environmental review. The department must approve all land-use related permits, subject to appeal to the Board of Permit Appeals or the Board of Supervisors. The department's zoning administrator enforces zoning and set-back ordinances. The Planning Department also provides staff support to the nine-member Landmarks Preservation Advisory Board which advises the department on historical preservation matters.

**PUBLIC HEALTH (DPH)**

The Department of Public Health provides healthcare at San Francisco General Hospital, Laguna Honda Hospital, community health centers, and the county jail. The department also provides services for health promotion and prevention, maternal and child healthcare, HIV/ AIDS programs, disease control, substance abuse treatment, mental health programs, environmental health, and housing and homeless assistance.

**PUBLIC WORKS (DPW)**

The Department of Public Works cleans, repairs and maintains streets, sidewalks, plazas, stairways and other public areas. In addition, the department coordinates street excavation work, maintains city-owned street trees, enforces litter laws and removes graffiti and illegal signs. It regulates street and sidewalk use while enhancing and protecting the public right-of-way; promotes the undergrounding of overhead utilities; and provides architectural, civil, structural and mechanical engineering services, including project and construction management services. The Department works extensively with the diverse communities in San Francisco through numerous activities, including Neighborhood Advisory Groups, year-round community-based beautification projects and ongoing education and outreach programs.

**POLICE COMMISSION**

The Police Commission is responsible for setting policy for the Police Department and has the power to organize and manage the department. The commission reviews applications of meritorious conduct. The Police Commission also oversees the Office of Citizen Complaints that is responsible for reviewing and investigating all complaints from the public about police action.

**POLICE DEPARTMENT**

The Police Department enforces and investigates violations of national, state, and local laws through proactive foot, vehicle, horse and bike patrols; provides emergency response to reported incidents; and operates ten district stations, a crime laboratory and a training academy.

**PORT COMMISSION**

The Port Commission promotes a balance of maritime, recreational, industrial, transportation, public access and commercial activities through its management and development of the waterfront.



## PORt OF SAN FRANCISCO

The Port leases and manages commercial, industrial and maritime properties and provides waterfront access and recreational activities for the benefit of the public.

## PUBLIC UTILITIES COMMISSION (PUC)

The Public Utilities Commission consists of the Water Enterprise, the Clean Water Enterprise, Hetch Hetchy and the PUC Bureaus that provide managerial, planning and administrative support. The Water Enterprise delivers 250 million gallons of water per day to 2.3 million customers in the Bay Area. The Clean Water Enterprise operates, cleans and maintains 900 miles of city sewers, 17 pump stations, three wastewater-treatment plants and responds to sewer-related service calls. Hetch Hetchy operates and maintains power transmission and generation facilities, buys and sells electric power, provides energy conservation and renewable resource solutions to City departments and maintains 20,000 streetlights.

## REAL ESTATE, ADMINISTRATIVE SERVICES

The division is responsible for the acquisition of all real property required for City purposes, the sale of surplus real property owned by the City and the leasing of property required by various City departments. Real Estate also provides property management services for miscellaneous City departments as well as manages City-owned buildings. Additionally, the division completes market value appraisals of real property considered for City sale or acquisition and contracts for the demolition of obsolete City-owned buildings.

## RECREATION AND PARK

The Recreation and Park Department maintains parks, preserves the environment and provides enriching recreational activities. The Commission is responsible for more than 200 parks, playgrounds and open spaces, including Camp Mather, the Marina Yacht Harbor and Monster Park; six municipal golf courses; and other recreational facilities and urban forestry.

## REDEVELOPMENT AGENCY

The agency provides financing for public improvements, works to increase and preserve the availability of affordable housing, acquires and sells available land, facilitates public/private development partnerships and promotes entrepreneurial development opportunities. The agency buys available land, rehabilitates the buildings or clears the area for redevelopment. This agency is funded by the state.

## RETIREMENT SYSTEM (SFERS)

The Retirement System Board secures, protects, and invests the City's pension trust assets; administers mandated benefit programs and provides promised benefits. The Retirement System disburses monthly benefit checks to 17,800 retired employees and beneficiaries, provides counseling to active and retired employees/beneficiaries, implements legislative changes in benefit payments, maintains historical employment data on more than 100,000 former or non SFERS City employees. It is the sole arbiter of benefits, retirement claims and pensions.

**SMALL BUSINESS COMMISSION (SBC)**

The SBC was created to develop a cooperative relationship between the small business community and City government. Its purpose is to identify existing and potential problem areas and provide viable solutions for the promotion and maintenance of a healthy small business climate in the City. It is a division of Economic and Workforce Development.

**SOUTHEAST COMMUNITY FACILITY**

The Southeast Community Facility was formed in 1987 to address the problems of the Bayview-Hunter's Point community, which was declared a historically disadvantaged and economically depressed part of the City by the Board of Supervisors. The commission is responsible for the gainful employment of the residents of the area, the development of jobs, creation of opportunities, the expansion of opportunities for special community services, day care, senior care and the overall economic improvement of the area.

**COMMISSION ON THE STATUS OF WOMEN (COSW)**

The Commission on the Status of Women is charged with ensuring women and girls equal economic, social, political and educational opportunities throughout the City.

**DEPARTMENT ON THE STATUS OF WOMEN**

The Department on the Status of Women works to foster the advancement of the status of women and girls, particularly those issues that impact marginalized women and girls, both within City and County government and in the private sector.

**TELECOMMUNICATIONS COMMISSION**

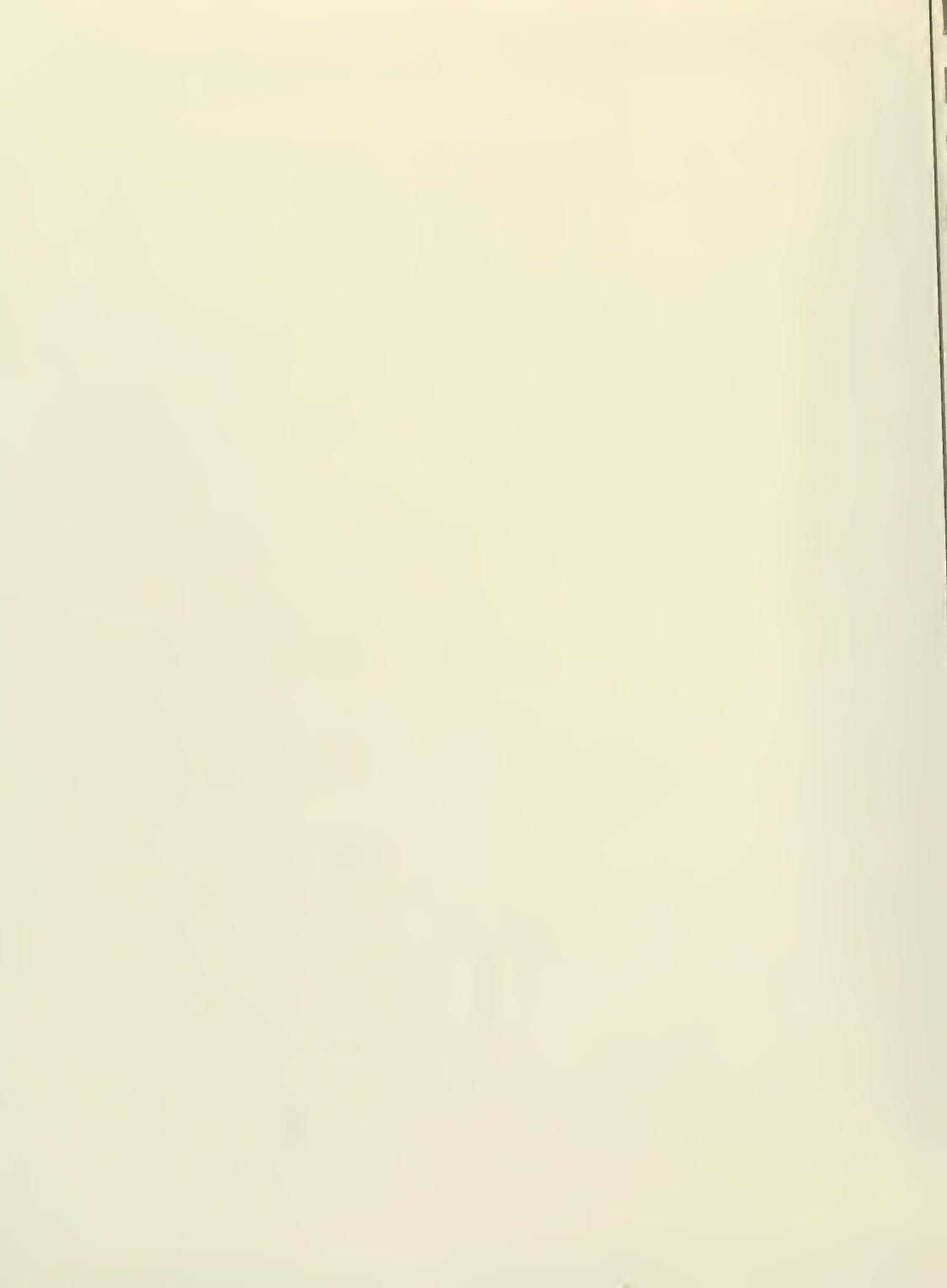
The Telecommunications Commission was established by the Board of Supervisors in March, 1997. It acts as an advisory body on matters of policy to the Department of Telecommunications and Information Services.

**TELECOMMUNICATIONS AND INFORMATION SERVICES (DTIS)**

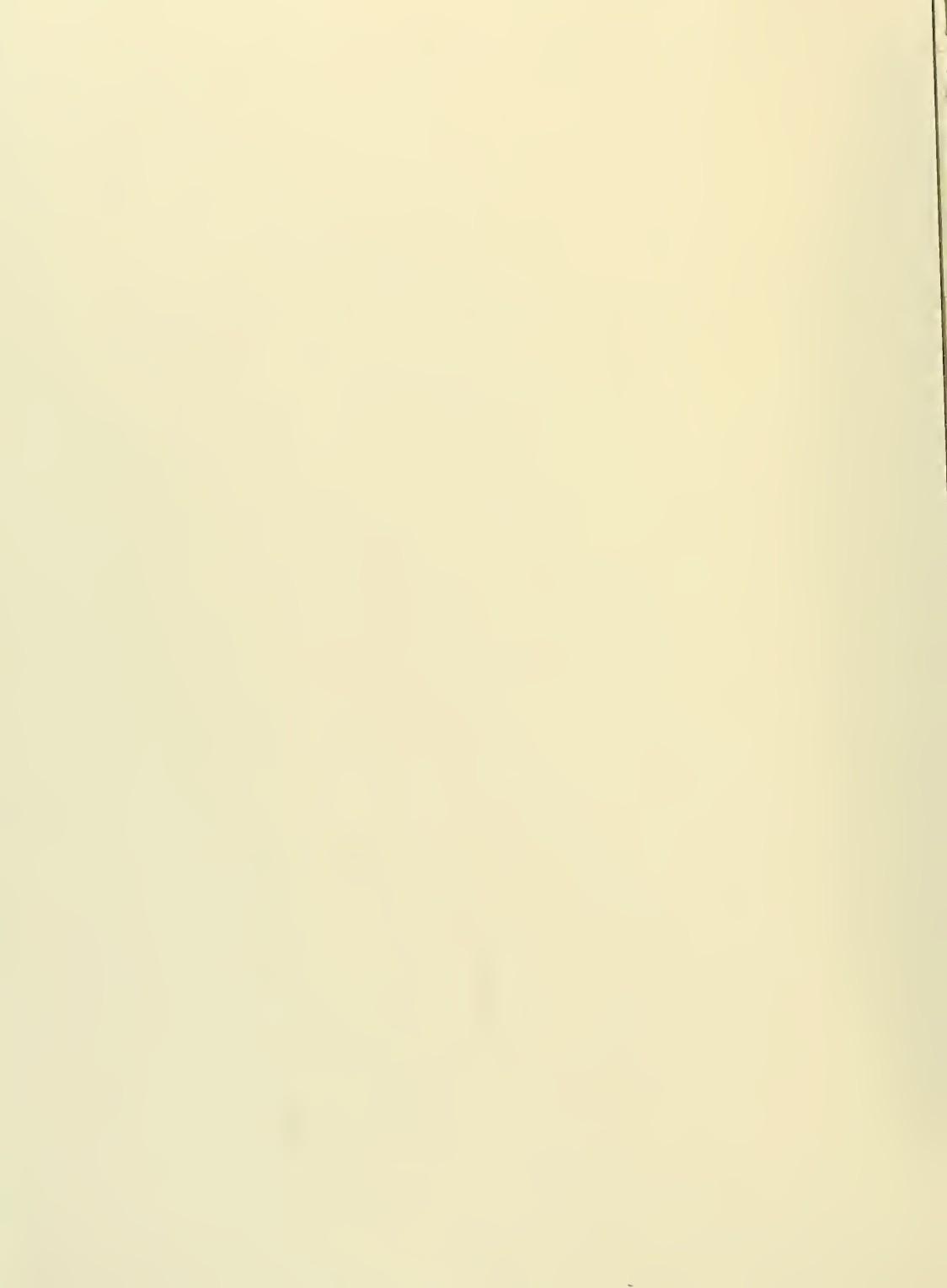
The department provides other City departments with application development, training, hardware, software acquisitions, network support, website development and telecommunications services. The department also manages the City's official website and the government cable television channel, CityWatch.

**WAR MEMORIAL BOARD OF TRUSTEES**

The Board manages and operates the war Memorial and Performing Arts Center buildings and grounds. These include the War Memorial Opera House, the War Memorial Veterans Building, the Louise M. Davies Symphony Hall, the Harold L. Zellerbach Rehearsal Hall and the Memorial Court. The department operates, maintains and rents the War Memorial's entertainment and cultural facilities.







**HANDBOOK  
FOR THE  
BOARD  
of  
SUPERVISORS**

**March 2003**



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## **INTRODUCTION**

This handbook is designed to provide the Members of the Board of Supervisors with an overview of their duties and responsibilities and to serve as a reference for conducting City and County business. While this handbook provides general information, it may be necessary to consult with the Clerk of the Board or a City Attorney regarding specific issues and to refer to the Board's Rules of Order.

GLORIA L. YOUNG  
Clerk of the Board

**NOTE:** An electronic version of this handbook is available on the Office of the Clerk of the Board's computer system. For assistance, please contact the Office Information Systems staff.

## **REFERENCES**

The Following documents will be provided under separate cover to individual Supervisors:

1. Rules of Order
2. Sunshine Ordinance

## **I. Branches of Government**

The City and County of San Francisco government consists of two branches: the Executive and Legislative.

### ***Legislative Branch***

The Charter of the City and County of San Francisco states that the Board of Supervisors (Board) shall meet and transact its business according to rules, which it shall adopt. The Board shall act only by written ordinance or resolution, except that it may act by motion on matters over which the Board has exclusive jurisdiction. All legislative acts shall be by ordinance. An ordinance or resolution may be introduced before the Board by a member of the Board, a committee of the Board, or the Mayor, and shall be referred to and reported upon, by an appropriate committee of the Board. An ordinance or resolution may be prepared in committee and reported out to the full Board for action, consistent with the public notice laws of the City. Except as otherwise provided in this Charter, passage of an ordinance or a resolution shall require the affirmative vote of a majority of the members of the Board. An ordinance shall deal with only one subject matter, except that appropriations ordinances may cover appropriations with respect to any number of subjects. The title of each ordinance shall clearly reflect the content of the ordinance.

### ***Executive Branch***

The Mayor shall be the chief executive officer and the official representative of the City and County, and shall serve full time in that capacity. The Mayor shall devote his or her entire time and attention to the duties of the office, and shall not devote time or attention to any other occupation or business activity. The Mayor shall enforce all laws relating to the City and County, and accept service of process on its behalf.

## **II. The Board Members**

The eleven Board members are:

<u>District</u>	<u>Supervisor</u>	<u>Term Commences</u>
1	Jake McGoldrick	January 8, 2001
2	Gavin Newsom	January 8, 2003
3	Aaron Peskin	January 8, 2001
4	Fiona Ma	January 8, 2003

5	Matt Gonzalez	January 8, 2001
6	Chris Daly	January 8, 2003
7	Tony Hall	January 8, 2001
8	Bevan Dufty	January 8, 2003
9	Tom Ammiano	January 8, 2001
10	Sophie Maxwell	January 8, 2003
11	Gerardo Sandoval	January 8, 2001
<hr/>		
<u>Supervisor</u>	<u>Phone</u>	<u>Fax</u>
Ammiano, Tom Tom.Ammiano@sfgov.org	554-5144	554-6255
Daly, Chris Chris.Daly@sfgov.org	554-7970	554-7974
Dufy, Bevan Bevan.Dufy@sfgov.org	554-6968	554-6909
Gonzalez, Matt Matt.Gonzalez@sfgov.org	554-7630	554-7634
Hall, Tony Tony.Hall@sfgov.org	554-6516	554-6546
Ma, Fiona Fiona.Ma@sfgov.org	554-7460	554-7432
Maxwell, Sophie Sophie.Maxwell@sfgov.org	554-7670	554-7674
McGoldrick, Jake Jake.McGoldrick@sfgov.org	554-7410	554-7415
Newsom, Gavin Gavin.Newsom@sfgov.org	554-5942	554-5946
Peskin, Aaron Aaron.Peskin@sfgov.org	554-7450	554-7454

Sandoval, Gerardo  
Gerardo.Sandoval@sfgov.org

554-6975

554-6979

### **III. Board Members' Biographical Information**

#### **Supervisor Tom Ammiano - District 9**

- Elected 1994, re-elected 1998 and 2000
- Past President, Board of Supervisors
- Member, Transportation Authority
- Member, Land Use Committee
- Member, City and School District Committee (Joint with School Board)
- Representative on the Golden Gate Bridge, Highway and Transportation District Board
- Representative on the Metropolitan Transportation Commission
- Representative on the Local Agency Formation Commission

#### **Occupation**

- Member, Board of Supervisors
- Instructor in Humanities at New College of California
- Instructor in AIDS Peer Education at City College of San Francisco
- Professional stand-up comic

#### **Community and Civic Activities**

- Past President/Member, Board of Education, San Francisco Unified School District.

#### **Supervisor Chris Daly - District 6**

- Elected 2000, re-elected 2002
- Member Transportation Authority
- Chair, Budget Committee
- Representative, Bay Area Air Quality Management District Board
- Representative, Transbay Terminal Joint Powers Agency

#### **Occupation**

- Member, Board of Supervisors
- Affordable Housing Organizer

## **Community and Civic Activities**

- Adjunct Faculty New College of California
- Co-founder, Mission Agenda
- Member, Steering Committee San Francisco Tenant Union
- Co-founder, Mission Anti-Displacement Coalition
- National Coordinator, Empty the Shelter

## **Supervisor Bevan Dufty - District 8**

- Appointed December 11, 2002 - January 8, 2003
- Elected 2002
- Member, Transportation Authority
- Chair, City Services Committee
- Vice-Chair, Rules Committee

## **Occupation**

- Member, Board of Supervisors

## **Community and Civic Activities**

- Buena Vista Neighborhood Association
- Cole Valley Improvement Association
- Eureka Valley Improvement Association
- Merchants of Upper Market and Castro
- Mount Olympus Neighborhood Association
- San Francisco Organizing Project

## **Supervisor Matt Gonzalez - District 5**

- Elected 2000
- President, Board of Supervisors - 2003
- Member, Transportation Authority
- Chair, Rules Committee
- Vice-Chair, Public Utilities and Deregulation Committee
- Member, Budget Committee
- Member, Rules Committee
- Chair, Local Agency Formation Commission

## **Occupation**

- Member, Board of Supervisors
- Attorney

## **Community and Civic Activities**

- Board Member, Intersection for the Arts
- San Francisco Green Party
- Northern California Criminal Trial Lawyers Association

## **Supervisor Tony Hall - District 7**

- Elected, 2000
- Member, Transportation Authority
- Chair, Rules Committee
- Representative, Golden Gate Bridge, Highway and Transportation District
- Representative (alt.), Transbay Terminal Joint Powers Agency
- Representative, Local Agency Formation Commission

## **Occupation**

- Member, Board of Supervisors
- Employee, City and County of San Francisco (over 25 years) in 7 Departments in all 3 Branches of City Government
- Professional Entertainer

## **Community and Civic Activities**

- Graffiti Task Force
- Mayor's Criminal Justice Citizen Advisory Council
- Former Homelessness Advisory Task Force
- Former Drug Task Force
- Former Citizen Advisory Task Force
- Extensive Outreach Programs for Neighborhoods and Schools
- Outreach Programs for District Attorney and Civil Service Commission
- New Courthouse Building Project
- Minority Recruitment Program for Civil Service Commission
- Special Assistant to Mayor Joseph Alioto for Neighborhood Outreach
- Volunteer Coach at St. Ignatius College Preparatory

## **Supervisor Fiona Ma - District 4**

- Appointed December 11, 2002 – January 8, 2003
- Elected 2002
- Member, Transportation Authority
- Chair, Transportation Authority Finance Committee
- Vice-Chair, Budget Committee

- Vice-Chair, City Services Committee
- Member, City and School District Committee (Joint with School Board)

### **Occupation**

- Member, Board of Supervisors

### **Community and Civic Activities**

- Delegate to the California State Democratic Party
- Board Member, Democrat Women's Forum
- Member, District 4 Parks Council
- Assistant Volleyball and Basketball Coach at Holy Name School
- Volunteer Coordinator, San Francisco Food Bank
- Board Member, San Francisco Women's Political Committee
- Member, Sunset Neighborhood Beacon Center Community Council
- Founder and President, Westside Chinese Democratic Club

### **Supervisor Sophie Maxwell - District 10**

- Elected 2000, re-elected 2002
- Member, Transportation Authority
- Chair, City and School District Committee(Joint with School Board)
- Member, Land Use Committee
- Member, Budget Committee
- Representative, Golden Gate Bridge, Highway and Transportation District
- Representative, Peninsula Corridor Joint Powers Board

### **Occupation**

- Member, Board of Supervisors
- Electrician

### **Community and Civic Activities**

- Southeast Alliance for Environmental Justice, 1996-2000
- Third Street Light Rail Advisory Committee, 1997-2000
- Southern Water Front Advisory Committee, 1998-2000
- Board Member, Bayview-Hunters Point Center for the Arts & Technology (Baycat)
- Member, Neighborhood Emergency Response Team (NERT)
- Founder/Chair, San Francisco Recreation Council
- Past Vice President, San Francisco League of Women Voters
- Elected Member and Chair, Bayview Project Area Committee

## **Supervisor Jake McGoldrick- District 1**

- Elected 2000
- Chair, Land Use Committee
- Member, Finance and Audits Committee
- Representative, Local Agency Formation Commission
- Representative, Golden Gate Bridge, Highway and Transportation District
- Representative, Bay Area Air Quality Management District
- Representative, California State Association of Counties
- 

### **Occupation**

- Member, Board of Supervisors
- Teacher

### **Community and Civic Activities**

- Member, Rent Board, 1988-1992
- Board of Directors, San Francisco Tomorrow, 1993-present
- President, Richmond Community Association, 1988-2000
- President, University of San Francisco Adjunct Faculty Association, A.F.T. Local 4269, 1995-present
- Coalition for Jobs, Arts and Housing, Steering Committee, 1998-2000
- Alternate delegate; Coalition for San Francisco Neighborhoods, 1988-2000

## **Supervisor Gavin Newsom - District 2**

- Appointed 1997
- Elected 1998, re-elected 2000 and 2002
- Member, Transportation Authority
- Member, City Services Committee

### **Occupation**

- Member, Board of Supervisors
- President, General Partner and proprietor of a number of Northern California small businesses

### **Community and Civic Activities**

- Past President, Parking and Traffic Commission

### **Supervisor Aaron Peskin - District 3**

- Elected 2000
- Member, Transportation Authority
- Chair, Finance and Audits Committee
- Member, Budget Committee
  
- Representative, Bay Conservation and Development Commission
- Representative (alternate), Local Agency Formation Commission

#### **Occupation**

- Member, Board of Supervisors

#### **Community and Civic Activities**

- San Francisco Democratic County Central Committee
- Member, Port of San Francisco Environmental Quality Advisory Committee
- Member, City College North Beach/Chinatown Campus Building Committee
- Telegraph Hill Dwellers Association
- Member, Housing Rights Committee Board
- Member, Bay Center Coalition Board
- Founding Member, District 3 Democratic Club
- Member, Harvey Milk Lesbian/Gay/Bisexual/Transgender Democratic Club

### **Supervisor Gerardo Sandoval - District 11**

- Elected 2000
- Member, Transportation Authority
- Vice-Chair, Finance and Audits Committee
  
- Representative, Association of Bay Area Governments
- Representative (alternate) California State Association of Counties

#### **Occupation**

- Member, Board of Supervisors
- Attorney, City and County of San Francisco
- Special Assistant, Budget and Finance Department, Office of the Mayor

## **Community and Civic Activities**

- San Francisco Democratic County Central Committee

## **IV. Roles and Responsibilities of the Board**

### **DISTRICTS**

For a description of the boundaries for each district, refer to the San Francisco Charter, Appendix E (Also available on San Francisco's official web site: [www.sfgov.org](http://www.sfgov.org))

**DISTRICT MAP** ([www.sfgov.org/bdsupvrs/dmap](http://www.sfgov.org/bdsupvrs/dmap)) – then, click on District Information, then District Map.

### **ELECTION OF THE MEMBERS OF THE BOARD**

The Supervisors are elected in November of even numbered years. In November, 1996, the charter was amended by the voters to establish district elections. In 2000, eleven Supervisors were elected from eleven districts. At the Inaugural meeting on January 8, 2001, it was determined which Supervisors would serve two-year or four year terms. Beginning in 2002, Supervisors were elected to four-year terms. Voters use non-partisan ballots; that is, the ballot does not show any political party, and Supervisors do not run as members of a party or faction.

### **ELECTION OF THE PRESIDENT**

The Board President is elected by a majority vote by his or her colleagues at the Inaugural meeting in January of odd-numbered years.

### **DUTIES OF THE PRESIDENT**

The President has the power to:

1. Appoint the members and chairs of all Board committees.
2. Refer ordinances, resolutions, motions and hearing requests to specific committees. This is traditionally done by a Deputy Clerk of the Board, based on Rules of Order adopted by the Board, and subject to reassignment by the President.
3. Assign offices and assign seats in the Chamber to members of the Board. As the result of a rule change, the President now must follow seniority in making these assignments.

4. Approve requests for use of the Chamber. Standards for granting such requests have been established in part by the Rules of Order, and in part by an agreement between the President and the Clerk. The President has delegated this authority to the Clerk.
5. Approve requests for committee meetings to be held on Tuesdays after 12:30 p.m.
6. Decide all questions of order at Board meetings, usually after consultation with the parliamentarian (Clerk of the Board), and subject to appeal to the Board by any member.
7. Request removal of a member of the public from the meeting room because of disorderly conduct.
8. Serve on a Committee on a temporary basis when only one member of that Committee is available to attend a meeting (Rule 5.38).

By virtue of the office, the President has some functions on other bodies. The President of the Board, for example, is a member of the Retirement Board, or may appoint another Board member as his/her designee.

Mail addressed to the President, as a matter of protocol, which is really intended for the Board, is referred to the Office of the Clerk of the Board for distribution to all Board members.

#### ***PRESIDENTIAL APPOINTMENTS***

The President appoints members to the Building Inspection Commission, the Retirement Board, Treasure Island Development Authority, Disaster Council, Family Violence Advisory Council Steering Committee, Health Services System Board, San Francisco County Public Finance Authority, State Legislation Committee and Work Group to End the Exploitation of Youth.

#### ***ABSENCE OF THE PRESIDENT/PRESIDING OFFICER***

If the President is absent from a meeting, the Clerk opens the meeting and entertains a motion to select a President pro tempore. By long-standing tradition the President pro tempore is the member who will be last on "roll call for introductions," and last to vote on all items that day.

### **V. Board Committees**

The Board committees are appointed by the President and shall consist of three to five members. The committee considers only items that have been referred to it

by the President or by the Board. The basic function of each committee is to inquire and to recommend actions to the full Board. Additional committee authority exists only when specifically authorized by ordinance, or by the Board.

The President assigns a specific issue to the appropriate committee. In the event that the scope of committee assignments may be conflicting, overlapping or ambiguous, the President shall determine and designate, subject to an appeal to the Board, the committee which shall have jurisdiction over a particular matter.

Legislation assigned to a committee requires a majority of the members to send a recommendation to the full Board (as introduced or as amended by the committee). A committee may send legislation to the full Board with its recommendation, or without a recommendation, or with a recommendation of do not pass. If a committee has not acted on an ordinance or resolution within 30 days after its referral to a committee, any Supervisor may cause the matter to be "called from committee" and considered by the full Board.

### **COMMITTEE CHAIRS AND COMMITTEE CLERKS**

The President appoints the Committee Chairpersons. The Committee Clerks provide assistance and support to Committee Chairs and assist in preparing the respective agenda. Committee Clerks keep a "pending list" of all items that have been referred to committee. Committee Clerks also notify Chairs about deadlines for consideration of certain legislation. In selecting items to be heard at a committee meeting, Chairs may only select items that have been referred to the committee.

## **VI. Board's Compensated Positions**

In November, 2002, the voters passed a Charter amendment designating the San Francisco Supervisors as full-time. The Civil Service Commission is to set the salary every five years.

Four Supervisors serve on the Board of Directors of the Golden Gate Bridge, Highway, and Transportation District (known as the Bridge Board or GGBHTD). That Board meets on the second and fourth Friday of each month at 10:00 a.m. in the Administration Building at the Golden Gate Bridge. Members are each paid \$50 a meeting.

Three Supervisors serve on the Executive Committee of the Association of Bay Area Governments (ABAG). The appointment of one of those seats rotates each two years between the Board and the Mayor. The seat is currently an appointment of the Board. There are three alternate members. The Committee meets about eight times a year, usually on the third Thursday of each month at 7:30 p.m. at 101 8th Street in Oakland, next to the Lake Merritt BART Station. Members are each paid \$100 a meeting.

One Supervisor serves on the Metropolitan Transportation Commission (MTC). The Commission meets on the fourth Wednesday of each month at 10:00 a.m. at 101 8th Street in Oakland, next to the Lake Merritt BART station. Members are each paid \$100 a meeting with a limit of five meetings a month.

Two Supervisors serve on the Bay Area Air Quality Management District Board (known as the Air Board or BAAQMD). That Board meets on the first and third Wednesday of each month at 9:30 a.m. at 939 Ellis Street on the seventh floor. Each member is paid \$100 a meeting.

One Supervisor serves on the Bay Conservation and Development Commission (BCDC). The Commission meets on the first and third Thursday of each month at 1:00 p.m., usually at 101 8th Street in Oakland, next to the Lake Merritt BART station. Each member is paid \$100 a meeting.

One Supervisor serves on the Peninsula Corridor Joint Powers Board (JPB) (jointly with San Mateo County and Santa Clara County) concerning CalTrain, the rail service between San Francisco and the Peninsula. That Board meets on the first Thursday of each month at 10:00 a.m. in the second floor auditorium at 1250 San Carlos Avenue in San Carlos. Each member is paid \$100 a meeting.

Four Supervisors and one public member serve on the Local Agency Formation Commission (LAFCO). One Supervisor and one public member serve as alternates. The Commission meets at special meetings. Please contact the Office of the Clerk of the Board, 415-554-5184, for scheduled meetings.

In addition, all 11 Supervisors serve on the San Francisco County Transportation Authority. The Authority meets at 11:00 a.m. on the third Tuesday of each month in the Board Chamber. Authority committees usually meet in the morning of the first and second Tuesdays.

The following is the seniority order on January 8, 2003.

1. Tom Ammiano
2. Gavin Newsom
3. Tony Hall
4. Sophie Maxwell
5. Jake McGoldrick
6. Aaron Peskin
7. Chris Daly
8. Matt Gonzalez
9. Gerardo Sandoval
10. Bevan Dufty
11. Fiona Ma

## **OTHER REPRESENTATION BY BOARD MEMBERS**

One Supervisor is the representative of the Board on the California State Association of Counties (CSAC).

## **VII. Clerk of the Board/Legislative Administrator**

The Clerk of the Board is the Legislative Administrator for this branch of government. The Clerk of the Board's primary role is to provide administrative support to the Board of Supervisors and its other organizations: (1) Office of Legislative Analyst, which assists the Board in addressing policy and municipal issues through research and analysis. (2) Assessment Appeals Board, which allows taxpayers to appeal their property tax assessment; (3) Youth Commission, which advises Board members and the Mayor on issues related to children and youth; and (4) Sunshine Ordinance Task Force, which advises the Board and provides information to other City departments on appropriate ways to implement the Sunshine Ordinance. In addition, the Clerk of the Board administers the Budget Analyst contract, and is Executive Officer of the San Francisco Local Agency Formation Commission.

### ***ORGANIZATION CHART (See Appendix A)***

### ***WHOM TO CALL - QUICK REFERENCE GUIDE (See Appendix B)***

## **VIII. San Francisco's Legislative Process**

### ***LEGISLATIVE ACTIONS***

Legislation consists of ordinances, resolutions, and occasionally formal motions. Six votes are required to pass ordinances, resolutions and motions unless a greater number is required by State law, Charter provision, ordinance, or Board Rule. The Rules of Order contain an index to votes required on various matters. A majority of those present is required to amend proposed measures and to approve most parliamentary motions.

**Ordinances** are prepared and approved as to form by the City Attorney. A Supervisor may request a draft of an ordinance by submitting a request on an "introduction" form to the Clerk, who then requests the City Attorney to prepare the ordinance. The Supervisor may also make the request directly to the City Attorney.

**Resolutions** are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Legislative Assistant Handbook, and in the common folder under shared forms and templates).

**Motions** are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Legislative Assistant Handbook, and in the common folder, under shared forms and templates).

### **LEGISLATIVE DIGEST**

The Board requests the City Attorney's office to provide, as a routine practice, a brief digest of any proposed ordinance whenever the text of the ordinance is more than two pages in length, preferably so that it is available at the time of ordinance introduction. The Board asks that each digest be brief and explain in as simple English as possible the effects of the ordinance on existing law. A cover letter from a department head may also summarize the legislation.

### **HEARINGS AT BOARD COMMITTEES**

A Supervisor may request, either through the Clerk, pursuant to Board rules, or at the "roll call" portion of a Board meeting, that a committee hearing be held to consider a specific subject matter.

### **INTRODUCED LEGISLATION**

An ordinance or resolution is introduced in writing by a member of the Board by presenting it to the Clerk, pursuant to Board rules, or by presenting it in a Board meeting. When a department head or a commission established by the Charter proposes an ordinance or resolution it is normally brought to the office of the Clerk of the Board prior to Monday at 9:00 a.m., listed at the rear of the Board agenda on the second following Tuesday, and considered introduced by the Board President at that time.

### **RULES OF ORDER**

The Board refers to its Rules of Order, although the Board uses Robert's Rules of Order on points not covered by the Board's Rules. The Rules of Order are provided to the Board Members under separate cover.

### **PARLIAMENTARIAN**

The Clerk of the Board is the parliamentarian and advises the Board on procedure; the Board President makes parliamentary rulings subject to appeal as provided in the Rules.

### **BOARD MEETINGS**

Effective the week of February 2, 2003, the Board shall hold a regular meeting in the Chamber each week at 2:00 p.m. on Tuesday, unless it is a holiday, in which case the meeting shall be held on the next regular business day. The Board shall not

meet during the week after Thanksgiving, between December 24 and December 31, inclusive, nor on any Monday or Tuesday if the following day is a holiday, unless the Board, by majority vote, decides to hold a meeting at these times. (Rule 6.2).

### **COMMITTEE MEETINGS**

The Board Committees and its members are designated by the President. The Board Committees consist of three Supervisors. The Committees consider items that have been referred to them by the President or by the Board. The President may appoint a Board Member to fill a quorum of the Committee. The meetings and meeting times vary as a result of the number of Committees.

### **ABSENCES FROM A MEETING**

Supervisors who plan to miss a Board meeting or committee meeting should file a form with the Clerk stating the date of departure, the date of return, and the dates of any Board meetings and committee meetings to be missed. The Clerk will ensure that absent members are excused from attendance, a requirement of the Rules of Order.

### **PROTOCOL AT BOARD MEETINGS**

Use of Microphones: A Supervisor is recognized by the President. Members of the Board seek recognition by touching a part of an electronic screen on their desks. Board Rules limit members to ten minutes in debate and to two opportunities to be recognized per question.

### **ABSTENTION FROM VOTING**

Supervisors must vote on every matter unless they have a conflict of interest of a nature that requires them to refrain from voting. When a Supervisor believes he or she will be required not to vote, the Supervisor should consult with the City Attorney or Deputy City Attorney in advance of the meeting at which the matter will be considered, and should ask the Board to excuse the member from participating in a matter as soon as the matter is called, and before any action or debate occurs.

### **STAFF PROTOCOL DURING BOARD MEETINGS**

Department staff, aides and others are not allowed on the floor of the Chamber during Board meetings. If there is a need to communicate with a Supervisor, the aide and/or staff member should come to the doorway or rail and wait. The Sergeant at Arms will deliver messages or items to the Supervisors.

## **IX. Miscellaneous**

### ***SENIORITY OF THE MEMBERS OF THE BOARD***

Seating in the Chamber, selection of City offices, parking spaces, and the ability to serve as a member on boards that are compensated are all based on seniority in terms of longest number of years served consecutively. Generally, the Clerk polls Supervisors, in seniority order, as to their preferences.

Seating in the Chamber: Rules of Order 6.21 provides that vacant seats in the Chamber shall be assigned on the basis of seniority, and that Supervisors shall not involuntarily be displaced, except that a retiring president when reached in seniority may choose to occupy either a vacant seat or a seat occupied by a Supervisor with less seniority. A selection of seats is made each time the composition of the Board changes (after elections and appointments), along with the selection of offices and parking spaces, all based on seniority.

Parking: Parking passes are issued to Board members to park in a numbered permit space on the street on the east side of City Hall.

Permits are valid only for the spaces to which they are assigned.

Board Members' Offices: Each Supervisor has a private office on the second floor of the City Hall. His/her two aides occupy adjoining offices in the same suite.

### ***LEGISLATIVE EXPENSE ACCOUNT***

The Legislative Expense Account is funded at an amount of \$5,000 a year for each Supervisor. A Supervisor taking office in the middle of a fiscal year receives a proportionate amount. Thus, a Supervisor taking office at noon on January 8 could use \$2,500 for the remainder of the fiscal year. The Legislative Expense Account of the President of the Board is an additional \$5,000 a year. The Legislative Expense Account of the representative to CSAC is an additional \$1,000 a year.

The Clerk's Office accounting staff pays for general office supplies commonly used by every office, including standard stationery, pens, pencils, staples, telephone message pads, etc. The Legislative Expense Account may be used for purchases related to legislation which are not used by all offices. Allowable expenses include:

- Automobile use
- Business cards with other than English translation
- Cellular phone rental
- Certificate of honor folders
- Computers/accessories
- Fax machines
- Express mail and special deliveries

- Newspapers
- Furniture
- Pager rental
- Special stationery
- Language Line Services
- Travel and conferences

With respect to purchase and maintenance of computer equipment, other than standard equipment assigned to offices, prior approval by the Information Systems staff is required. Any questions regarding the use of the Legislative Expense Account should be directed to the Accounting staff and/or the Clerk of the Board.

### ***BOARD MEETING ROOMS***

#### Authority

The Chamber is available under direction of the President of the Board, subject to provisions in Rule 6.13. The other meeting space is available under direction of the Clerk of the Board as Department Head, subject to provisions, which may be adopted by the Board. A record of reservations for the facilities is kept in a red binder in the Clerk's office.

Rooms may not be used by non-government organizations.

#### Chamber

Under Rule 6.13 the President of the Board has the power and duty to provide general direction over the Chamber of the Board.

The President has directed the Clerk to permit the use of the Chamber as follows:

- (a) For meetings of the full Board.
- (b) For meetings of committees of the Board when the committee hearing room is in use by another committee.
- (c) For meetings of committees of the Board when attendance at a committee meeting is expected to be so great that the committee hearing room is inadequate.
- (d) For brief visits by groups led by City Hall Docents; visits by school groups; or visits by guests of officials of the City.
- (e) For brief incidental filming by local television crews as background location for a news story or editorial with nameplates of Supervisors not to be filmed.

The President may grant the use of the Chamber for the following additional purposes when it is not scheduled for business of the Board. Such requests shall be routed through the Clerk of the Board:

(a) For a meeting held by an agency of the regional, Federal, State or City and County governments for the transaction of public business when it is clear that its normal meeting facilities will not be able to handle an audience of unusual size. On occasions when the President will not be available to make a timely decision on such a request, the Clerk is authorized by the President to grant such permission.

(b) For a ceremonial function, such as an inauguration ceremony.

Approval of the use of the Chamber shall be on the conditions of:

- (1) no smoking
- (2) no eating
- (3) no moving furniture
- (4) leaving the Chamber in the condition in which it was found.

#### Meeting Facilities other than the Chamber

As Legislative Administrator, the Clerk of the Board shall permit the use of the committee hearing room and the conference room for the following purposes in the following priority order with lower listed users required to vacate the room when a higher user desires the room:

#### Committee Hearing Room

- (a) For full Board closed sessions.
- (b) For meetings of Board committees.
- (c) For City government meetings requested by a Board member when a Supervisor or an aide will be present.
- (d) For meetings of City political committees only when required by state law to meet in City Hall.
- (e) For occasional meetings of other City government groups at the discretion of the Clerk (who shall consult with the President in the event of any question of appropriateness) when there is no other appropriate place to meet.
- (f) The Clerk shall not permit the regular use of the Committee Hearing Room for purposes other than those listed above without approval by motion of the Board.

#### Conference Room

- (a) For meetings requested by a Board member when a Supervisor or an aide will be present.
- (b) For occasional meetings of City government groups at the discretion of the Clerk (who shall consult with the President in the event of any question of the appropriateness) when there is no other appropriate place to meet.
- (c) The Clerk shall not permit the regular use of the Conference Room for purposes other than those listed above without approval by motion of the Board.

## **CERTIFICATES OF HONOR AND LETTERS OF COMMENDATION**

The Board awards certificates of honor and letters of commendation.

Supervisors may issue letters of commendation and certificates of honor without limit. They are especially appropriate for groups of people. A format has been prepared for letters of commendation on our computer for easy printing.

## ***IN MEMORIAMS***

The Board adjourns meetings in memory of persons who recently passed away. At the end of each Board meeting, the Clerk reads the names of persons in whose memory the Board is adjourning. Names should be submitted to the Clerk prior to the end of the meeting.

## **RECOMMENDATIONS TO CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT HEADS**

The Charter prohibits Supervisors from suggesting personnel or contract actions to department heads. The Board does have the power of inquiry. When a Supervisor requests the Clerk to write a letter of inquiry on behalf of the Board, the requesting Supervisor should submit a written memorandum outlining the subject matter of the request.

## **CONFLICT OF INTEREST**

Board Members are subject to conflict of interest laws. California's Political Reform Act prohibits public officials from making, participating in making, or in any way seeking to influence, government decisions in which they have a financial interest. Conflict of Interest statements for Board Members are filed with the Ethics Commission. Check with the City Attorney's Office for advice on potential conflicts of interest.

## **SAN FRANCISCO CITY CHARTER AND MUNICIPAL CODE (SFMC)**

Available in hard back or on the City and County's web page at [www.sfgov.org](http://www.sfgov.org). A hard back copy of the City Charter and SFMC is available in the Clerk of the Board's office.

## **PUBLIC RECORDS**

The Office of the Clerk of the Board is responsible for the official legislative files of the Board of Supervisors. For Information regarding retention policies related to constituent correspondence, check with the Clerk of the Board or the City Attorney's Office.

## **X. Other Organizations within the Board**

### **BUDGET ANALYST**

The Budget Analyst reviews and reports on all financial matters before the Board. It also conducts audits as directed by the Board. The Budget Analyst contract is a Joint Venture Agreement. The partners are Harvey M. Rose, Stan W. Jones, Debra A. Newman, and Rodriguez, Perez, Delgado and Company, and Mah and Louie.

### **OFFICE OF THE LEGISLATIVE ANALYST**

The Office of the Legislative Analyst's mission is to provide independent and objective information, research and analysis to assist the legislative body as a whole in addressing policy issues. In addition, it provides individual support to the Board Members in creating and drafting legislation and policy issues. There are four staff members.

### **YOUTH COMMISSION**

The Youth Commission's charge is to serve as liaisons and advocates for youth. They have held health day conferences, lobby days in Sacramento and initiated legislation responding to youth issues. There are three staff members and 17 Youth Commissioners (ages 12 - 23).

### **ASSESSMENT APPEALS BOARD**

The Assessment Appeals Board hears property tax appeals and complies with the California Revenue and Taxation Code. There are four staff members and three Assessment Appeals Boards (a total of 16 Board Members).

### **SUNSHINE ORDINANCE TASK FORCE**

The Sunshine Ordinance Task Force is charged with ensuring that the City's Sunshine Ordinance is enforced. In essence, it assures that deliberations of the commissions, boards, councils, and other agencies are conducted before the people and that the City's operations are open for public review. There is an administrator assigned to this function.

### **SAN FRANCISCO LOCAL AGENCY FORMATION COMMISSION**

LAFCo is responsible for reviewing and approving proposed jurisdictional boundary changes, including annexations and detachments of territory to and/or from cities and special districts, incorporations of new cities, formations of new special districts, and consolidations, mergers and dissolutions of existing districts. In addition, LAFCo must review and approve contractual service agreements, determine spheres of influence for each city and district, and may initiate proposals involving district

consolidation, dissolution, establishment of subsidiary districts, mergers, and reorganizations (combinations of these jurisdictional changes).

The full text of the LAFCo law can be found in Government Code Section 56000, et seq.

#### ***BUDGET BOARD/CLERK OF THE BOARD***

It is about \$9,000,000. A breakdown is available on request.

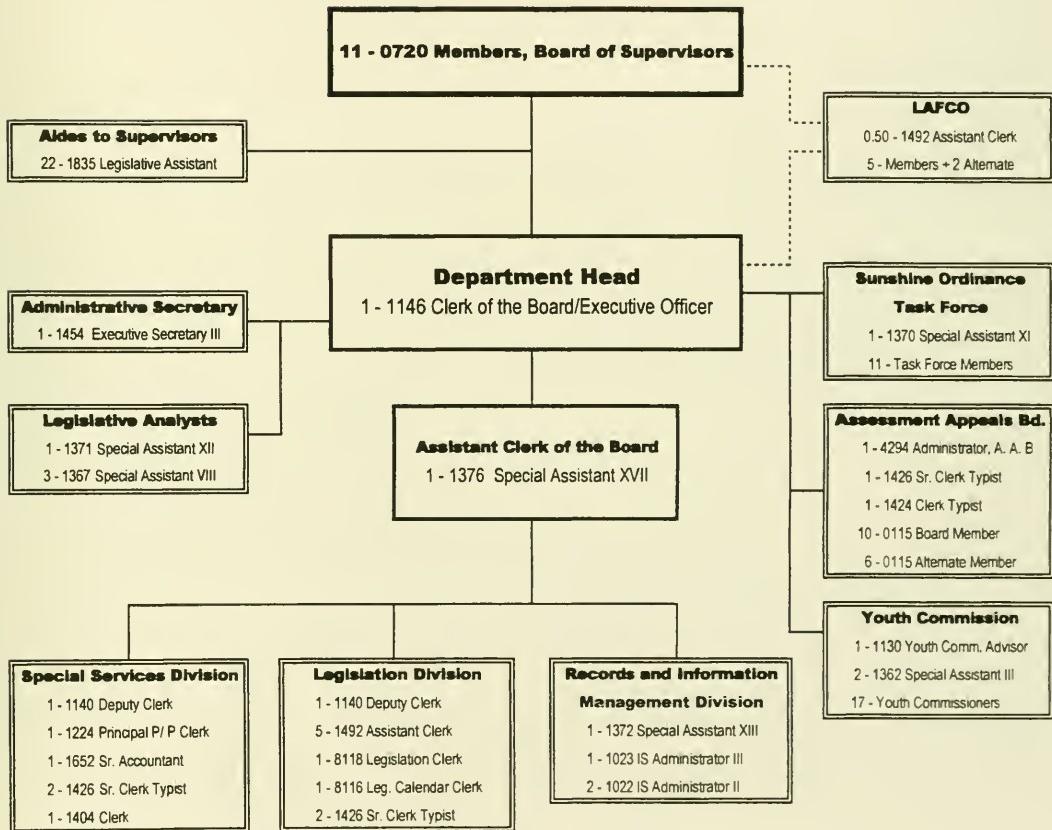
### **XI. Legislative Assistants (Aides)**

Supervisors may select two aides. The aides provide staff support for the Board of Supervisors and act as a liaison with the community. The Clerk of the Board is the appointing officer although in practice, Board members (Supervisors) select their legislative aides. Supervisors interested in hiring aides should contact the Payroll/Personnel Administrator in the Clerk's Office for assistance prior to making the appointment. The aides interact with the Office of the Clerk of the Board, the City Attorney's Office, the Budget Analyst's Office, Office of the Legislative Analyst, and other departments on an ongoing basis. (The Legislative Assistants' Handbook is provided under separate cover. It includes the Office's specific computer hardware and software policies.)

# Organization Chart

## Board of Supervisors

Fiscal Year 2002-2003



## APPENDIX B

**(NOTE: This document is on the Computer in Common/General Information/Quick Reference Guide.)**

<b>WHAT</b>	<b>WHO or WHERE</b>
Absence, Notice of (Supervisors)	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Application to Serve on Board/Commission	Forms File, Clerk's Office/Room 244 Submit applications to Rules Committee Clerk
Appointments to Board/Commission	Rules Committee Clerk
Brown Act	Internet: <a href="http://caag.state.ca.us/piu/batest.htm">http://caag.state.ca.us/piu/batest.htm</a>
Budget Analyst	Harvey Rose (4-7642)
Business Cards	Ohn Myint (4-7704)
Certificates of Honor	
Blue Padded Folder and Ribbon	Ohn Myint (4-7704)
Blue Paper Folder	Lolita Espinosa (4-7708)
Gold Seals	Eng Eng Chan (4-7707)
Certificate Paper	Supply Closet #2, Rm. 244
Charter	Clerk's Office/Room 244 Internet: <a href="http://www.sfgov.org">www.sfgov.org</a> ; click on Municipal Codes To order hard copies: Madeleine Licavoli (4-7722)
City Hall Front Lobby	554-6066
Clerk to Act letters	Lolita Espinosa (4-7708)
Codes, Municipal (Administrative, Health, Planning, Police, etc.)	See Charter
Committees:	Clerk / Legislative Analyst:
Budget	Victor Young (4-7723) / All Analysts as needed
City Services	Mary Red (4-4442) Gabriel Cabrera (4-7787)
Finance and Audits	Linda Laws (4-4441)/Adam Van de Water (4-7788)
Land Use	Gail Johnson (4-4445)/Gabriel Cabrera (4-7787)
Rules	Deborah Muccino (4-4447)/Jennifer Stanley (4-7781)
City and School District	Monica Fish (4-7702)
Local Agency Formation Commission	Monica Fish (4-7702)
Computers/Printers (including print cartridges)	Computer Help Desk (4-4964)
Customer Service Awards	See Certificates of Honor
Employee Handbook published by Department of Human Resources	Available on website: <a href="http://www.sfgov.org/dhr">www.sfgov.org/dhr</a>
Fax cartridges	Computer Help Desk (4-4964)
Files in Storage, Request for	(4-7710)
First Aid Kit	Clerk's Office/Room 244 (mailroom)
Foreign Language Interpreter, Request for	Forms File, Clerk's Office/Room 244 Submit completed forms to Ohn Myint (4-7704)

<b>WHAT</b>	<b>WHO or WHERE</b>
Forms (other City departments)	City Intranet: <a href="http://intranet">http://intranet</a>
Furniture (excess—removal to warehouse)	Madeleine Licavoli (4-7722)
Furniture/Equipment Purchases	Ohn Myint (4-7704)
Hanging things on walls (pictures, shelves, etc.)	Madeleine Licavoli (4-7722)
In Memoriam Form	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Introduction Form and Introduction Form For Immediate Adoption—Not on Agenda	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Keys	Diane Perez (4-7703)
Legislation Introduced (current week)	Linda Wong (4-7701)
Legislation Introduced (previous weeks)	Joy Lamug (4-7712) Board website: <a href="http://www.sfgov.org/bdsupvrs">www.sfgov.org/bdsupvrs</a>
Legislation (period between being passed by Board and one week following Mayor's signature)	Linda Wong (4-7701)
Legislative Analysts	Jennifer Stanley (4-7781), Adam Van de Water (4-7788), Gabriel Cabrera (4-7787)
Legislative Analyst Reports	Internet: <a href="http://www.sfgov.org/bdsupvrs">www.sfgov.org/bdsupvrs</a>
Legislative Expense Account	Ohn Myint (4-7704)
Lost & Found	Building Operations / Room 8 / 4-4933
Mailboxes	Room 244: Accessible: 8:00 a.m. - 5:00 p.m. Room 275: Mail delivered by 9:30 a.m. and 3:30 p.m.
Mail: Inter-Department (outgoing box)	Clerk's Office/Room 244 (mailroom) Outgoing: 9:30 a.m. and 2:30 p.m.
Mail: Personal or stamped	Take to U.S. mailbox (first floor/City Hall)
Off-Site Meeting Checklist, Supervisors	Forms File, Clerk's Office/Room 244
Off-Site Meeting Checklist, Clerk's Office	
Office Supplies (basic/most commonly used)	Supply Cabinet – Room 275
Office Supplies (items not in supply cabinet)	Eng Eng Chan (4-7704) catalog/order forms
Parking Permit (Aides/Supervisors)	Diane Perez (4-7703)
Payroll/Personnel	Eng Eng Chan (4-7707)
Pest Control (within the offices)	Madeleine Licavoli (4-7722)
Police (Northern Station)	553-1563
Reception Desk/Clerk's Office/Room 244	554-5184
Reimbursement (conferences)	Ohn Myint (4-7704)
Reproduction Services (875 Stevenson Street)	Order Forms: Ohn Myint (4-7704) Signature of Deputy Clerk required
Resolution/Ordinance/Motion (templates)	Computer: Common Folder/Shared Templates
Resolution/Ordinance/Motion paper	Supply Cabinet #2/Clerk's Office/Room 244

WHAT	WHO or WHERE
Room Reservations (Chamber/250, Committee/263, Conference/278)	Lolita Espinosa (4-7708) Forms File, Clerk's Office/Room 244
Room Reservations (City Hall – Rooms 34, 82, 400, 408, 416, 421)	Building Services Jeanne Taulealo (4-5780)
Rules of Order	Forms File, Clerk's Office/Room 244 Computer: Common/Rules of Order Internet: <a href="http://www.sfgov.org/bdsupvrs">www.sfgov.org/bdsupvrs</a>
Security, City Hall (Sheriff's Department)	4-6066 or 4-6067 (including after hours)
Sheriff	Room 456; 4-4676
Sign Language Interpreter, Request for	Forms File, Clerk's Office/Room 244 Submit completed form to Ohn Myint
Statement of Economic Interests (Form 700) Assuming: within 30 days of hire Departing: within 30 days of separation Annual: April 1	Forms File, Clerk's Office/Room 244 Internet: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a> Completed forms to Diane Perez (4-7703) (All)
Sunshine Ordinance	Donna Hall, Administrator (4-7724) Forms File, Clerk's Office/Room 244 Administrative Code, Chapter 67 Internet: <a href="http://www.sfgov.org/bdsupvrs">www.sfgov.org/bdsupvrs</a>
Supervisor of Assistant Clerks: Monica Fish, Gail Johnson, Linda Laws, Deborah Muccino, Mary Red, Victor Young,	Kay Gulbengay, Deputy Clerk (4-7711)
Supervisor for Legislative Unit: Lilia Dahlen, Joy Lamug, Annette Lonich, Linda Wong	Kay Gulbengay, Deputy Clerk (4-7711)
Supervisor for Special Services Unit: Eng Eng Chan, Lolita Espinosa, Ohn Myint, Carol McGuffey, Barbara Reilly, Chris Rustom	Madeleine Licavoli, Deputy Clerk (4-7722)
Supervisor of Records and Information Management Staff: Erasmo Vazquez, Alvin Moses, John Tse	Frank Darby (4-7725)
Supervisor's Handbook	Clerk's Office/Room 244 Computer: Common/Supervisors Handbook Internet: <a href="http://www.sfgov.org/bdsupvrs">www.sfgov.org/bdsupvrs</a>
Tapes, audio – Board/Committees	Lolita Espinosa (4-7708)
Tapes, video – Board/Committees	SFGovTV – 554-4188
Telephone Directory, City and County	Internet: <a href="http://www.sfgov.org">www.sfgov.org</a>
Telephone Help Line (DTIS)	550-2774
Telephones	Madeleine Licavoli (4-7722)
Temperature (office) Complaints	Building Maintenance 4-4933
Thirty-Day List	Computer: Common Folder/Thirty Day Rule
Training Microsoft Office, Word, Excel, etc. Legistar, ISYS	Frank Darby (4-7725)
Votes	Linda Wong (4-7701) web site: <a href="http://www.sfgov.org/bdsupvrs">www.sfgov.org/bdsupvrs</a> – click meeting information

**APPENDIX C**

**HISTORICAL DATA**

## **QUESTIONS MOST FREQUENTLY ASKED**

1. Who have been Supervisors since the 1980 at large election?
2. Which Supervisors succeeded which Supervisors?
3. Were there any unusual changes? Why?
4. Which of the Supervisors were appointed in recent years?
5. Why did Supervisors leave office?
6. Who have been recent Board Presidents?
7. Why aren't ordinances effective until 30 days after the Mayor approves them?
8. Has the committee structure always been the same for the past several years?
9. Who were the most recent Mayors of San Francisco?
10. Is there any biographical information on the recent Mayors?
11. When did the new Charter go into effect?
12. What happened to the language in the old Charter?
13. How did the overall City government change under the new Charter?
14. Is the Board involved in appointments by the Mayor?
15. Are there different fiscal provisions in the new Charter involving the Board?
16. What are the terms and what are ballots like?
17. Are there term limits?
18. Who has had to leave the Board because of the term limits?
19. What were the results of Supervisors' elections since 1980?
20. Were there district elections several years ago?
21. Who were elected to those district seats in the 1970's?
22. How many times can an appointed Supervisor later run for election?
23. Doesn't a new Supervisor with more than two years left in the term have to run in November?

24. What was the situation in November 1998?
25. Do the two year terms which start in 1998 and 2000 count as full terms?
26. Can Supervisors campaign for ballot measures?
27. Can the Board submit ballot arguments?

## **1. Who have been Supervisors since the 1980 at large election?**

**Roberta Achtenberg** was elected in 1990, resigned June 2, 1993, to become HUD Assistant Secretary.

**Angela Alioto** was elected in 1988 and 1992. After serving 8 years as Supervisor she could not run for reelection in 1996.

**Tom Ammiano**, was elected in 1994, 1998 and 2000.

**Alicia D. Becerril** was appointed by Mayor Willie Brown effective January 25, 1999, succeeding José Medina. She ran unsuccessfully for reelection in 2000.

**Sue Bierman** was elected in 1992 and 1996. After serving 8 years as Supervisor she could not run for reelection in 2000.

**Harry Britt** was first appointed in January 1979 by Mayor Dianne Feinstein, succeeding Harvey Milk. Britt was then elected in 1980, 1984, and 1988. Britt did not run for reelection in 1992.

**Amos Brown** was appointed effective May 29, 1996, by Mayor Willie Brown, succeeding Carole Migden. He was elected in 1998 for a two year term. He ran unsuccessfully for reelection in 2000.

**Annemarie Conroy** was appointed April 6, 1992, by Mayor Frank Jordan, succeeding Doris Ward. She then ran unsuccessfully in 1994.

**Lee Dolson** was first elected in 1977, lost in 1979, won in 1980, then ran unsuccessfully for reelection in 1982.

**Jim Gonzalez** was appointed December 8, 1986, by Mayor Dianne Feinstein, succeeding Quentin Kopp. Gonzalez was then elected in 1988, and ran unsuccessfully in 1992.

**Terence Hallinan** was elected in 1988 and 1992. After 7 years as Supervisor, he resigned effective upon his swearing in as District Attorney on January 8, 1996.

**Richard Hongisto** was elected in 1980, 1982, and 1986. He ran successfully for Assessor in 1990.

**Tom Hsieh** was appointed September 5, 1986, by Mayor Dianne Feinstein, succeeding Louise Renne. Hsieh then was elected in 1988 and 1992. He could not run for reelection in 1996.

**Ella Hill Hutch** was elected in 1977 and 1980. She died in office February 25, 1981.

**Leslie Katz** was appointed effective June 1, 1996, by Mayor Willie Brown, succeeding Willie B. Kennedy. Supervisor Katz was elected in November 1996. She did not run for reelection in 2000.

**Barbara Kaufman** was elected in 1992 and 1996. After serving 8 years as Supervisor she could not run for reelection in 2000.

**Willie B. Kennedy** was appointed effective March 6, 1981, succeeding Ella Hill Hutch. She was elected in 1984, 1988, and 1992. She resigned in April 1996 in order to become Administrative Officer of the Public Transition Development Corp.

**Quentin Kopp** was elected in 1971, 1975, 1977, 1980, and 1984. He resigned November 30, 1986, to become State Senator.

**Susan Leal** was appointed June 7, 1993, by Mayor Frank Jordan, succeeding Roberta Achtenberg. Leal resigned effective January 8, 1998, to become City Treasurer.

**Mark Leno** was appointed by Mayor Willie Brown effective April 22, 1998, succeeding Susan Leal, and was elected in 1998 and 2000. Leno resigned from the Board on December 2, 2002, when he took office as an Assemblyman.

**Bill Maher**, elected in 1982, 1986, and 1990, was first to feel the effect of the two term limit provision adopted in 1990 so he could not run in 1994.

**José Medina** was elected in 1996, then effective January 19, 1999, resigned to accept an appointment by Gov. Gray Davis to be Director of the California Department of Transportation.

**Carole Migden** was elected in 1990 and 1994. She resigned effective March 28, 1996, to become a member of the State Assembly.

**John Molinari** was elected in 1971, 1975, 1977, 1980, and 1984. He did not run for reelection in 1988.

**Wendy Nelder** was elected in 1980, 1982, and 1986. She ran unsuccessfully for Assessor in 1990 instead of running for reelection as Supervisor.

**Gavin Newsom** was appointed by Mayor Willie Brown effective February 13, 1997, succeeding Kevin Shelley, and was elected in 1998 and 2000.

**Louise Renne** was appointed December 18, 1978, by Mayor Dianne Feinstein, succeeding Feinstein as Supervisor. Renne was elected in 1980 and 1984. She resigned September 3, 1986, to become City Attorney.

**Kevin Shelley** was elected in 1990 and 1994. In November 1996 he was elected to the State Assembly seat previously held by John Burton who was elected to the State Senate. Shelley resigned from the Board effective December 2, 1996, when he took office as an Assemblyman.

**Carol Ruth Silver** was elected in 1977, 1980, and 1984. She ran unsuccessfully for reelection in 1988.

**Mabel Teng** was elected in 1994 and in 1998. She ran unsuccessfully for reelection in 2000.

**Nancy Walker** was elected in 1979, 1980, 1982, and 1986. She did not run for reelection in 1990.

**Doris Ward** was elected in 1979, 1980, 1982, 1986, and 1990. She resigned April 3, 1992, to become Assessor.

Michael Yaki was appointed effective February 5, 1996, succeeding Terence Hallinan. Yaki was elected in November 1996. He ran unsuccessfully for reelection in 2000.

Leland Yee was elected in 1996 and 2000. Yee resigned from the Board on December 2, 2002, when he took office as a State Assemblyman.

**2. Which Supervisors succeeded which Supervisors during the 1980's and 1990's?**

Naturally, when one Supervisor is appointed or only one Supervisor is elected at an election, the succession is clear. When two or three new Supervisors are elected at the same time, we consider the new Supervisor with the most votes to be succeeding the most senior departing Supervisor. This list is the succession of Supervisors beginning with the 1980 election when the City returned to at-large elections. The first named Supervisor in each line was elected in 1980. The order of listing is the order of votes in the 1980 election. The dates show the year of the first election of a successor, or, if an asterisk is shown, the year of appointment.

Supervisors Kopp 1971	Gonzalez 1986*	Kaufman 1992	
Supervisors Molinari 1971	Alioto 1988	Yee 1996.	
Supervisors Renne 1978	Hsieh 1986*	Medina 1996	Becerril 1999*.
Supervisors Silver 1977	Hallinan 1988	Yaki 1996*	
Supervisors Hutch 1977	Kennedy 1981*	Katz 1996*.	
Supervisors Britt 1979	Bierman 1992.		
Supervisors Walker 1979	Migden 1990	Brown 1996*.	
Supervisors Ward 1979	Conroy 1992*	Teng 1994.	
Supervisors Dolson 1980	Maher 1982	Ammiano 1994.	
Supervisors Hongisto 1980	Achtenberg 1990	Leal 1993*	Leno 1998*.
Supervisors Nelder 1980	Shelley 1990	Newsom 1997*.	

Most of the seats were held by just three Supervisors over the 18 years. Four Supervisors (Hongisto, Achtenberg, Leal, and Leno) held one seat. Four Supervisors (Renne, Hsieh, Medina, and Becerril) held one seat. One seat was held by only two Supervisors (Britt and Bierman).

**3. Were there any unusual changes? Why?**

Yes. In a year period, from February 1996 to February 1999, eight new Supervisors, were acquired even though no incumbent lost an election.

(1) In November 1995 voters elected Supervisor Terence Hallinan to be District Attorney. In February 1996 Mayor Willie Brown appointed Michael Yaki to replace Hallinan for the remaining 11 months of his term as Supervisor. Yaki was then elected in November 1996.

(2) In December 1995 voters elected Speaker Emeritus Willie Brown to be San Francisco Mayor. On March 26, 1996, voters elected Supervisor Carole Migden to Mayor Brown's former seat in the Assembly. In May, Mayor Brown appointed Amos Brown to replace Migden on the Board, to serve the remaining 31 months of her term.

(3) In June 1996 Supervisor Kennedy left to become Administrative Officer of the Public Transition Development Corp. Mayor Brown then appointed Leslie Katz to replace Kennedy for the remaining seven months of her term.

(4 and 5) In November 1996 voters elected Leland Yee and José Medina to replace Tom Hsieh and Angela Alioto, who could not run because of the two term limit.

(6) In November 1996 voters elected Kevin Shelley to a State Assembly seat. Mayor Brown then appointed Gavin Newsom to replace Shelley on the Board effective February 13, 1997.

(7) In November 1997 voters elected Supervisor Susan Leal to serve as City Treasurer. Mayor Willie Brown then appointed Mark Leno to succeed Susan Leal effective April 22, 1998.

(8) In January 1999 Supervisor José Medina resigned to accept an appointment by Governor Gray Davis as Director of the California Department of Transportation. Mayor Willie Brown then appointed Alicia D. Becerril to succeed José Medina effective January 25, 1999.

#### ***4. Which Supervisors were appointed in recent years?***

Here are the appointments in the most recent 25 year period.

##### **Mayor Dianne Feinstein appointed five Supervisors:**

Donald Horanzy to succeed Supervisor Dan White, who had resigned.  
Louise Renne to succeed Supervisor Feinstein, the new Mayor succeeding George Moscone  
Harry Britt to succeed Supervisor Harvey Milk, killed by former Supervisor White.  
Tom Hsieh to succeed Supervisor Louise Renne who was appointed City Attorney.  
Jim Gonzalez to succeed Supervisor Quentin Kopp, who was elected State Senator.

##### **Mayor Art Agnos appointed no Supervisors.**

##### **Mayor Frank Jordan appointed two Supervisors:**

Annemarie Conroy, to succeed Doris Ward who was appointed City Assessor.  
Susan Leal to succeed Roberta Achtenberg, who resigned to become HUD Assistant Secretary.

##### **Mayor Willie Brown has appointed eight Supervisors:**

Michael Yaki to succeed Terence Hallinan, who was elected District Attorney.  
Amos Brown to succeed Carole Migden, who was elected to the State Assembly.  
Leslie Katz to succeed Willie B. Kennedy, newly an officer of the Transition Development Corp.  
Gavin Newsom to succeed Kevin Shelley who was elected to the State Assembly.  
Mark Leno to succeed Susan Leal, who was elected City Treasurer.  
Alicia D. Becerril to succeed José Medina, who was appointed head of CalTrans.  
Bevan Dufty to succeed Mark Leno, who was elected to the State Assembly.  
Fiona Ma to succeed Leland Yee, who was elected to the State Assembly.

As you can see, political promotions and two assassinations contributed to the turnover.

## **5. Why did Supervisors leave office?**

Of the 43 Supervisors in office since 1980, 32 have left:

- 13 left for another position (Achtenberg, Hallinan, Hongisto, Kennedy, Kopp, Leal, Medina, Migden, Renne, Shelley, Ward, Yee, Leno)
- 8 were defeated for reelection (Conroy, Dolsen, Gonzalez, Silver, Becerril, Yaki, Teng, Brown)
- 5 chose not to run for reelection (Britt, Molinari, Nelder, Walker, Katz)
- 1 died in office (Hutch)
- 5 left because of the two term limit (Alioto, Hsieh, Maher, Bierman, Kaufman)

## **6. Who have been recent Board Presidents?**

1981--1982	John L. Molinari*
1982--1982	Quentin L. Kopp*
1983--1984	Wendy Nelder
1985--1986	John L. Molinari
1987--1988	Nancy G. Walker
1989--1990	Harry G. Britt
1991--1992	Doris M. Ward**
1992--1992	Kevin Shelley**
1993--1994	Angela Alioto
1995--1996	Kevin Shelley***
1996--1998	Barbara Kaufman***
1999--2002	Tom Ammiano
2003--	Matt Gonzalez

\* Supervisor Molinari served as President until June 1982 when a Charter amendment became effective requiring the top vote getter in the most recent election to become president; Supervisor Kopp then served until the following January 8.

\*\* Supervisor Ward served until April 1992 when she resigned to become Assessor; Supervisor Shelley was then selected by his colleagues and served as President until the following January 8.

\*\*\* Supervisor Shelley served as President until December 1996 when he resigned to become a member of the State Assembly. Supervisor Kaufman was then elected by her colleagues to serve as President until the following January 8 when she became President as the result of having been the top vote getter in November.

## **7. Why aren't ordinances effective until 30 days after the Mayor approves them?**

Voters have a right to circulate a petition to keep the ordinance from going into effect until after a public vote, called a referendum.

## **8. Has the committee structure always been the same for the past several years?**

No. It has varied greatly. The Board often amends the Rules to approve a new committee structure request of a new President. These have been recent standing committees:

2003

1. Budget
2. City Services
3. Finance and Audits
4. Land Use
5. Rules
6. City and School District

2002

1. Finance
2. Health and Human Services
3. Neighborhood Services and Recreation
4. Public Works and Public Protection
5. Rules and Audits
6. Transportation and Commerce
7. Budget
8. City and School District

2001

1. Audit Labor and Government Efficiency
2. Economic Vitality, Small Business and Social Policy
3. Finance
4. Housing, Transportation and Land Use
5. Neighborhood Services and Parks
6. Public Health and Environment
7. Public Utilities and Deregulation
8. Rules
9. City and School District

1999

1. Audit and Government Efficiency Committee
2. Finance and Labor Committee
3. Housing and Social Policy Committee
4. Parks and Recreation Committee
5. Public Health and Environment Committee
6. Public Utilities and Deregulation Committee
7. Rules Committee
8. Small Business, Economic Vitality and Consumer Services
9. Transportation and Land Use

1998

1. Finance Committee
2. Rules Committee
3. Economic Development, Transportation and Technology Committee
4. Health, Family and Environment Committee
5. Housing and Neighborhood Services Committee
6. Parks and Recreation

1997

1. Finance Committee
2. Rules Committee
3. Economic Development, Transportation and Technology Committee
4. Health, Family and Environment Committee
5. Housing and Neighborhood Services Committee

1993-1996

1. Budget
2. Economic Vitality and Social Policy
3. Government Efficiency and Labor
4. Health, Public Safety and Environment
5. Housing and Land Use
6. Rules

In 1996 there were also three special committees: (1) The Select Committee on Base Closures concerned with the closures of the Presidio, Hunters Point, and Treasure Island, (2) The Select Committee on Implementation of the 1996 Charter, and (3) The Select Committee on Municipal Public Power concerned with whether the City should distribute electricity in San Francisco.

1990-1992

1. Finance
2. City Services
3. Economic and Social Policy
4. Administration and Oversight

1987-1989

1. Finance
2. Government Operations
3. Human Services
4. Land Use
5. Public Works
6. Rules
7. Oversight

1982-1986

1. Finance
2. Rules and Legislation
3. Planning, Housing and Development
4. Civil Service and General Administration
5. Human Services
6. Health
7. Public Works
8. Public Protection
9. Culture and Recreation
10. Energy and Environment
11. Traffic and Transportation

1981 and Before

1. Finance
2. Fire, Safety and Police
3. Planning, Housing and Development

4. State and National Affairs
5. Governmental Services
6. Health and Environment
7. Streets and Transportation
8. Legislative and Personnel
9. Community Services
10. Rules
11. Urban and Consumer Affairs

**9. Who have been the recent Mayors in San Francisco?**

These are the recent Mayors and when they were elected.

- 1999 Willie Lewis Brown, Jr.
- 1995 Willie Lewis Brown, Jr.
- 1991 Frank Jordan
- 1987 Art Agnos
- 1983 Dianne Feinstein
- 1979 Dianne Feinstein
- 1975 George Moscone
- 1971 Joseph Lawrence Alioto
- 1967 Joseph Lawrence Alioto
- 1963 John Francis Shelley
- 1959 George Christopher

**10. Is there any biographical information on the recent Mayors?**

**George Christopher** served two terms. He convinced the New York Giants to move to San Francisco.

**John Francis Shelley** was a former Congressman, was the husband of Thelma Shelley, long time General Manager of the War Memorial and Performing Arts Center, and the father of former Supervisor Kevin Shelley.

**Joe Alioto** for many years was a prominent San Francisco attorney. He was the father of former Supervisor Angela Alioto.

**George Moscone**, former member of the Board and former State Senator, was killed in his office on November 27, 1978, by a resigned Supervisor, Dan White, who then killed Supervisor Harvey Milk a few minutes later.

**Dianne Feinstein** was a Supervisor for nine years, served as Board President before becoming Mayor upon the assassination. She is now the senior United States Senator from California.

**Art Agnos** was a member of the State Assembly before becoming Mayor. He is now Regional Administrator for the United States Department of Housing and Urban Renewal.

**Frank Jordan** was a career police officer, becoming police chief, and then retiring before he was elected Mayor.

**Willie Brown** was a member of the California Assembly for 31 years and its speaker for 14 years, the longest service in that position in the State's history, before his December 1995 election as Mayor. He was re-elected in 1999 to his second term.

**11. When did the new Charter go into effect?**

The 1996 Charter went into effect on July 1, 1996, although a few provisions went into effect over the three months following. The Recorder's office did not merge with the Assessor's office until the first of July 1997.

**12. What happened to the language in the old Charter?**

Some of it was put in the new Charter, some of it was put in an appendix of the new Charter where it has the same legal effect as if it were in the main body of the Charter (but it makes the main section more streamlined), some of it was put in the Administrative Code as ordinances which can be amended by the Board, and some of it was simply deleted as obsolete.

**13. How did the overall City government change under the new Charter?**

The City government became more centralized. The Mayor's position and the Board's position were strengthened.

**14. Is the Board involved in appointments by the Mayor?**

Yes. The Mayor appoints commissioners. Board confirmation is not required, but the Board can reject the appointments. The appointment of the City Administrator by the Mayor for a five year term (compared to the 10 years for previous Chief Administrative Officers) will be subject to Board approval. The removal of the City Administrator by the Mayor requires confirmation by the Board, although under the new Charter the removal can occur without cause.

**15. Are there different fiscal provisions in the new Charter involving the Board?**

Yes. The Board now needs only a majority vote to adopt the budget, instead of the previous 2/3 vote. Previously, the Board could only lower proposed appropriations. Under the new Charter, the Board can raise them too, if there are enough funds. The Board appoints an Audit Committee to work with the outside auditor.

**16. What are the terms and what are ballots like?**

There are eleven Supervisors. Voters elect them in November of even numbered years. They have to declare they are candidates sometime in early August. As a practical matter, they usually decide well in advance of August so they can start raising money. They usually have four year overlapping terms. But during the present change from at-large elections to district elections things are a little different. In the year 2000, eleven Supervisors were elected from eleven districts, some of them for two years, some of them for four years. Beginning in 2002 Supervisors will be elected for four year terms. Voters use non-partisan ballots; that is, the ballot does not show any political party, and Supervisors do not run as members of a party or faction.

**17. Are there term limits?**

Yes. In June 1990 voters adopted a Charter amendment limiting Supervisors to two terms. Supervisors in office when the limit was enacted were deemed to be serving in their first term, even though they may already have served several terms. A two term limit for the office of Mayor had been adopted by the voters in 1955.

**18. Who has had to leave the Board because of the term limits?**

Bill Maher came on the Board in 1983. In 1990 he supported the two term limit proposal and then was not able to run in 1994 because of the limit. He served 12 years. Tom Hsieh, who came on the Board in mid 1986, and Angela Alioto who was elected in 1988, were not able to run in 1996 because of the two term limit. Supervisor Willie B. Kennedy, who served 15 years, and Supervisor Terence Hallinan both would not have been able to run in 1996 but both left to take other positions. Supervisors Carole Migden and Kevin Shelley both left the Board in their sixth year in office to run successfully for the State Assembly. Supervisors Sue Bierman and Barbara Kaufman were unable to run in 2000 because of the two term limit.

**19. What were the results of Supervisors' elections since 1980?**

These are the Election results, the order of finish, since district elections ended in 1980:

**1980 Election**

1. Quentin L. Kopp
  2. John L. Molinari
  3. Louise H. Renne
  4. Carol Ruth Silver
  5. Ella Hill Hutch
  6. Harry Britt
  7. Nancy G. Walker
  8. Doris M. Ward
  9. Lee S. Dolson\*
  10. Richard D. Hongisto\*
  11. Wendy Nelder\*
- then 54 unsuccessful candidates

**1982 Election**

1. Wendy Nelder
  2. Richard D. Hongisto
  3. Doris M. Ward
  4. Nancy G. Walker
  5. Bill Maher\*
- then 19 unsuccessful candidates

**1984 Election**

1. John L. Molinari
  2. Louise Renne
  3. Quentin L. Kopp
  4. Harry Britt
  5. Willie B. Kennedy
  6. Carol Ruth Silver
- then 23 unsuccessful candidates

1986 Election

1. Nancy G. Walker
  2. Bill Maher
  3. Richard D. Hongisto
  4. Doris M. Ward
  5. Wendy Nelder
- then 14 unsuccessful candidates

1988 Election

1. Harry Britt
  2. Angela Alioto\*
  3. Tom Hsieh
  4. Terence Hallinan\*
  5. Willie B. Kennedy
  6. Jim Gonzalez
- then 18 unsuccessful candidates

1990 Election

1. Doris Ward
  2. Bill Maher
  3. Carole Migden\*
  4. Roberta Achtenberg\*
  5. Kevin Shelley\*
- then 20 unsuccessful candidates

1992 Election

1. Angela Alioto
  2. Sue Bierman\*
  3. Tom Hsieh
  4. Willie B. Kennedy
  5. Barbara Kaufman\*
  6. Terence Hallinan
- then 20 unsuccessful candidates

1994 Election

1. Kevin Shelley
  2. Carole Migden
  3. Susan Leal
  4. Tom Ammiano\*
  5. Mabel Teng\*
- then 19 unsuccessful candidates

1996 Election

1. Barbara Kaufman
  2. Sue Bierman
  3. Leland Yee\*
  4. Leslie Katz
  5. Michael Yaki
  6. José Medina\*
- then 22 unsuccessful candidates

1998 Election

1. Tom Ammiano
2. Gavin Newsom

3. Mabel Teng
  4. Mark Leno
  5. Amos Brown
- then 12 unsuccessful candidates

2000 Election

1. Tom Ammiano
  2. Gavin Newsom
  3. Leland Yee
  4. Mark Leno
  5. Chris Daly\*
  6. Matt Gonzalez\*
  7. Tony Hall\*
  8. Sophie Maxwell\*
  9. Jake McGoldrick\*
  10. Aaron Peskin\*
  11. Gerardo Sandoval
- then 75 unsuccessful candidates

2002 Election

1. Gavin Newsom
  2. Chris Daly
  3. Sophie Maxwell
  4. Bevan Dufty\*
  5. Fiona Ma\*
- then 23 unsuccessful candidates

\*Indicates a non-incumbent elected

**20. Were there district elections several years ago?**

In 1975 voters approved district elections. In 1977 there were eleven Supervisors elected from districts. In 1979 voters elected Supervisors from six of the eleven districts, the odd numbered districts. Then in August 1980, the voters amended the Charter to go back to at-large elections in November 1980.

**21. Who were elected to those district seats in the 1970's?**

In 1977 five previously at large Supervisors were elected by a district. They were Supervisors Dianne Feinstein, Robert Gonzales, Quentin Kopp, John Molinari, and Ronald Pelosi. The six newly elected from districts were Supervisors Lee Dolson, Ella Hill Hutch, Gordon Lau, Harvey Milk, Carol Ruth Silver, and Dan White.

Then in 1979, Supervisor John Molinari was reelected, Supervisor Harry Britt (having previously been appointed) was elected, and Supervisors John Bardis, Ed Lawson, Nancy Walker, and Doris Ward were newly elected.

Of the 11 at-large Supervisors elected in 1980, nine had previously been district Supervisors. They were Supervisors Britt, Dolson, Hutch, Kopp, Molinari, Renne, Silver, Walker, and Ward. Two new Supervisors were elected that year, Supervisors Richard Hongisto and Wendy Nelder.

**22. How many times can an appointed Supervisor later run for election?**

A Supervisor appointed for less than half a term can run twice for election. A Supervisor appointed for more than half a term can only run once more. In effect, an appointment for more than half a term counts as a full term. But the new district election Charter provision affects what is counted as a term.

**23. Doesn't a new Supervisor with more than two years left in the term have to run in November?**

Under the new Charter which became effective July 1, 1996, a Supervisor appointed to fill a vacancy with more than two years and five months left in the term has to be elected in order to complete the term. But no appointments have been made since the Charter became effective which meet that requirement.

**24. What was the situation in November 1998?**

In November 1998 there was no Supervisor who could not run because of term limits. Supervisors Ammiano, Brown, Leno, Newsom, and Teng all ran for two year terms which do not count as a term under the two term limit. They were able to run in a district in 2000.

**25. Do the two year terms which start in 1998 and 2000 count as full terms?**

Supervisors elected in 1998 are all serving two year terms which do not count as terms under the two term limit. A Supervisor entering office for the first time in 2000 for a two year term will not have that term count toward the two term limit. Thus that Supervisor might serve a total of 10 years: a two year term which does not count, then two four year terms. The combination two year elections in 1998 and in 2000 would count as a term.

**26. Can Supervisors campaign for ballot measures?**

It is unlawful to use the facilities of the City and County of San Francisco, including the facilities of the Board, to support or to oppose, or to solicit funds to support or to oppose, any ballot proposition or any candidate. This includes all proposed Charter amendments and bond issues on the ballot.

Therefore, it is not lawful to use for those purposes the exterior or interior walls of City buildings or City offices, photocopy equipment, word processing equipment, telephones, fax machines, desks, the City seal, the time of aides or other City employees or any other City facilities. Campaign literature or buttons should not be stored in your desks or offices concerning either propositions or candidates.

**27. Can the Board submit ballot arguments?**

Yes. The ballot argument must be prepared on forms which are specified by the Director of Elections and available from the Rules Committee Clerk.

Aides are requested to submit ballot arguments on the form specified by the Director of Elections and to place them in a ballot argument folder within the "common" folder on the computer network. This is important especially since there is little time between the time the Board orders ballot arguments transmitted and the deadline imposed by law.

In preparing ballot arguments there is a limit of 300 words for initial ballot arguments and 250 words for rebuttal arguments. This word limit includes the phrase "Board of Supervisors" which appears at the end of ballot arguments but does not include the phrase at the head of the argument entitled "Proponent's Argument in Favor of Proposition X." Show the number of words in each line and the correct total.

No underlining will appear in the ballot pamphlet. However, words can be in bold face, italics or both. Do this by underlining the text and placing a marginal note "B" or "I" or "BI" to direct the printer to do the underlined portion in boldface or italic.

The ballot argument should end "Board of Supervisors." It should not also indicate on the submittal line "and the XYZ neighborhood group" or "endorsed by" or similar wording because there are often not enough minutes to get written neighborhood group approval between Board approval and the submission deadline. If it is important to indicate the support of another group or person, it should be done in the text of the ballot argument. A written consent of the group or person mentioned in the text as an endorser must be submitted with the argument.

The President of the Board usually introduces motions for ballot arguments concerning all propositions for which a Supervisor has not introduced a ballot argument. The Rules Committee considers ballot arguments on Charter amendments and ordinances.

The Board can submit ballot arguments concerning all propositions described in the City and County ballot pamphlet.

The Board may submit a proponent's ballot argument about any measure on the City ballot, unless the measure is sponsored by someone else (e.g. initiative petition or Mayor) who writes a proponent's argument. The Board may write an opponent's argument concerning any measure. See Municipal Elections Code Sections 530 and following for guidance.

Ballot arguments are normally considered by the Rules Committee except that arguments about bond issues are normally heard by the Finance Committee. The Clerk routinely distributes ballot argument instructions and encourages sponsors to submit the arguments on time.

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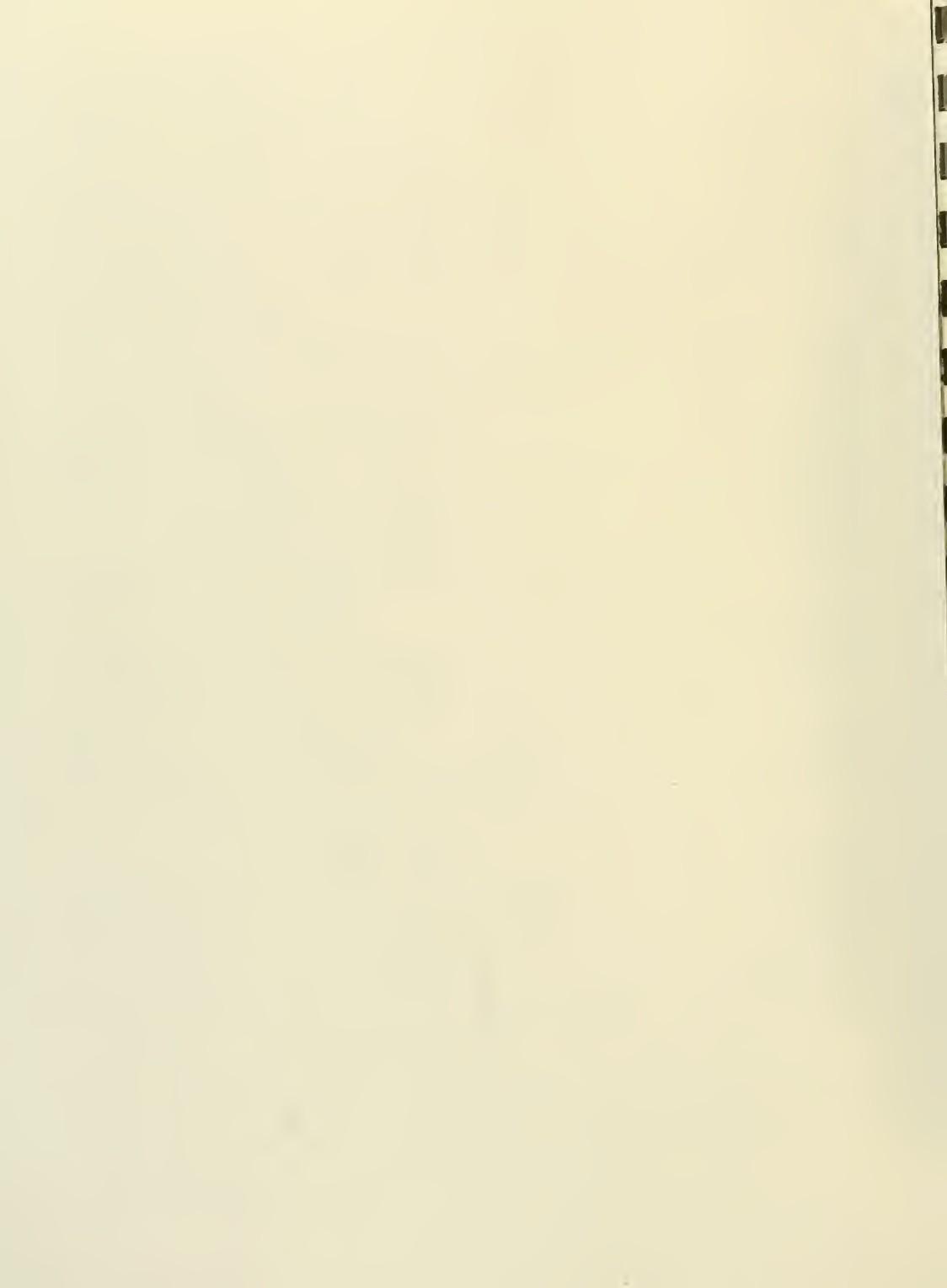
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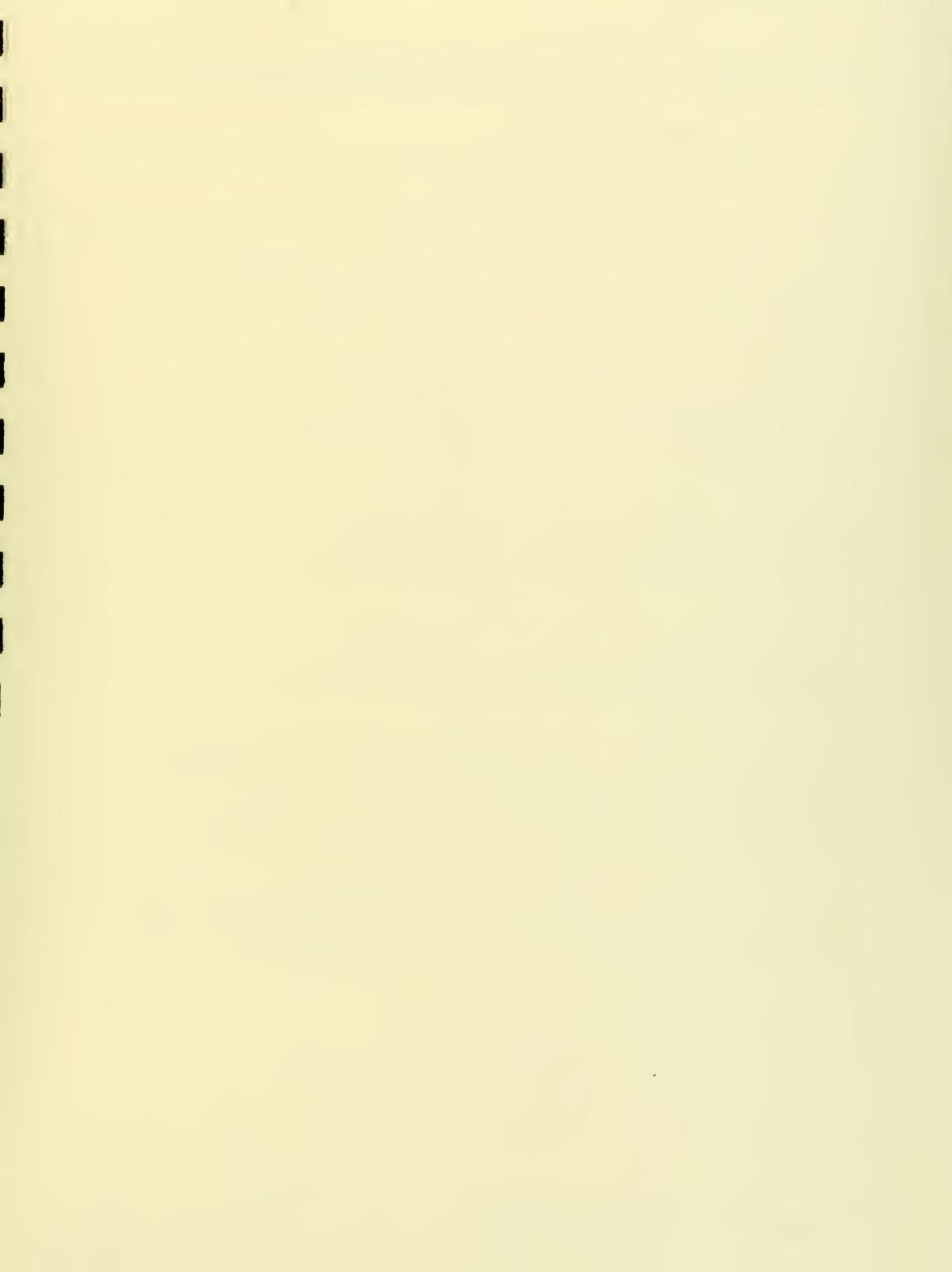
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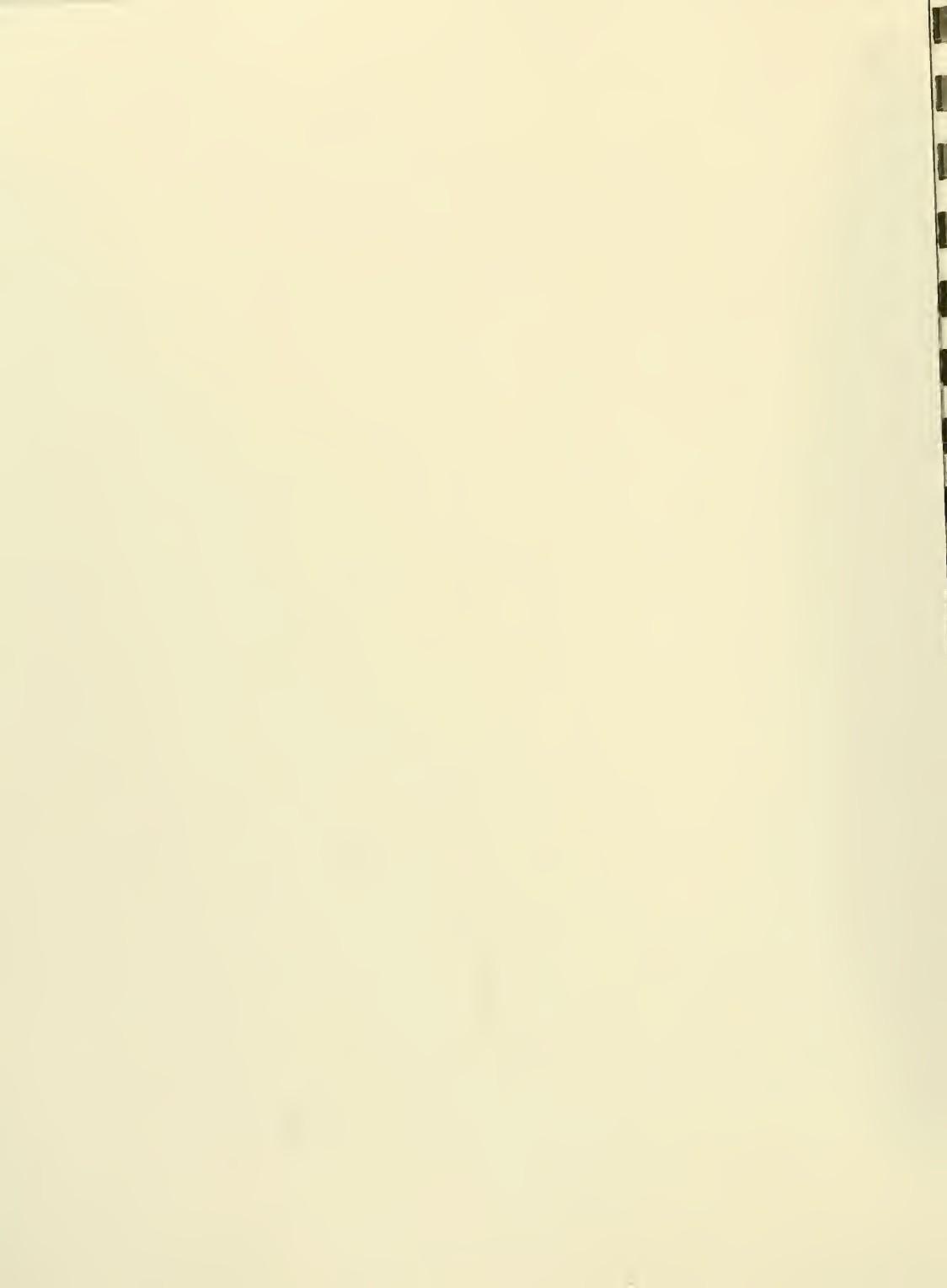
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## MAYOR'S OFFICES

The following agencies are part of the Mayor's Office:

### **COMMUNICATIONS, MAYOR'S OFFICE**

This office coordinates all press and public affairs for the Mayor; it responds to all press inquiries, prepares the Mayor's official statements, coordinates press conferences and Mayor's events.

### **COMMUNITY DEVELOPMENT, MAYOR'S OFFICE (MOCD)**

The office seeks to strengthen the physical, social and economic infrastructure of San Francisco, particularly its lowest income neighborhoods and communities by providing and administering grant funding to non-profit agencies.

### **CRIMINAL JUSTICE, MAYOR'S OFFICE**

The goal of the Criminal Justice is to partner with public safety agencies, community-based organizations, as well as federal and state funding bodies to develop strategies and shape policies affecting public safety.

### **HOUSING, MAYOR'S OFFICE**

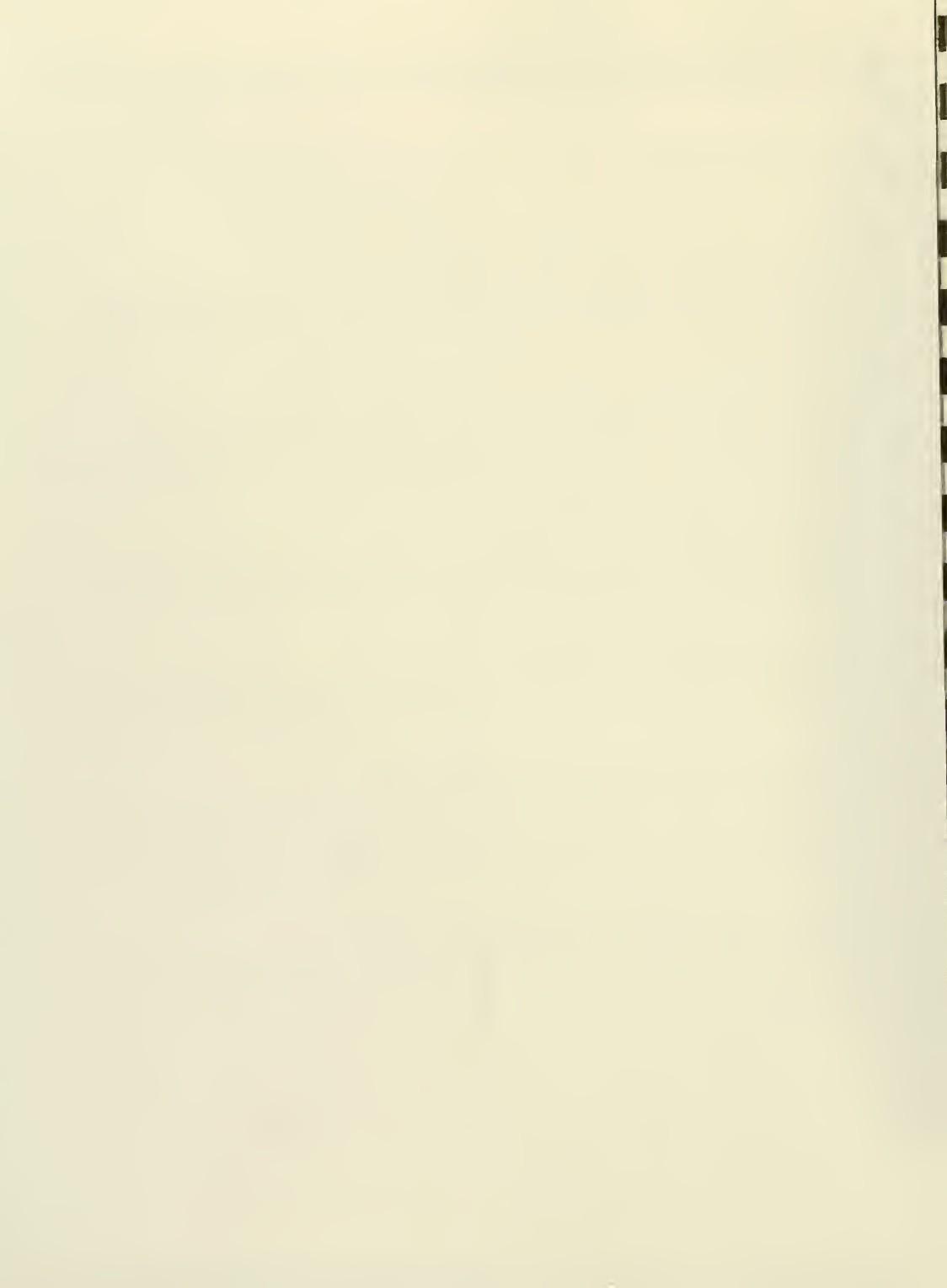
The office coordinates the efforts of the City's housing for low income households and individuals and administers a variety of programs for housing finance funded by federal, state, and local sources.

### **NEIGHBORHOOD SERVICES, MAYOR'S OFFICE**

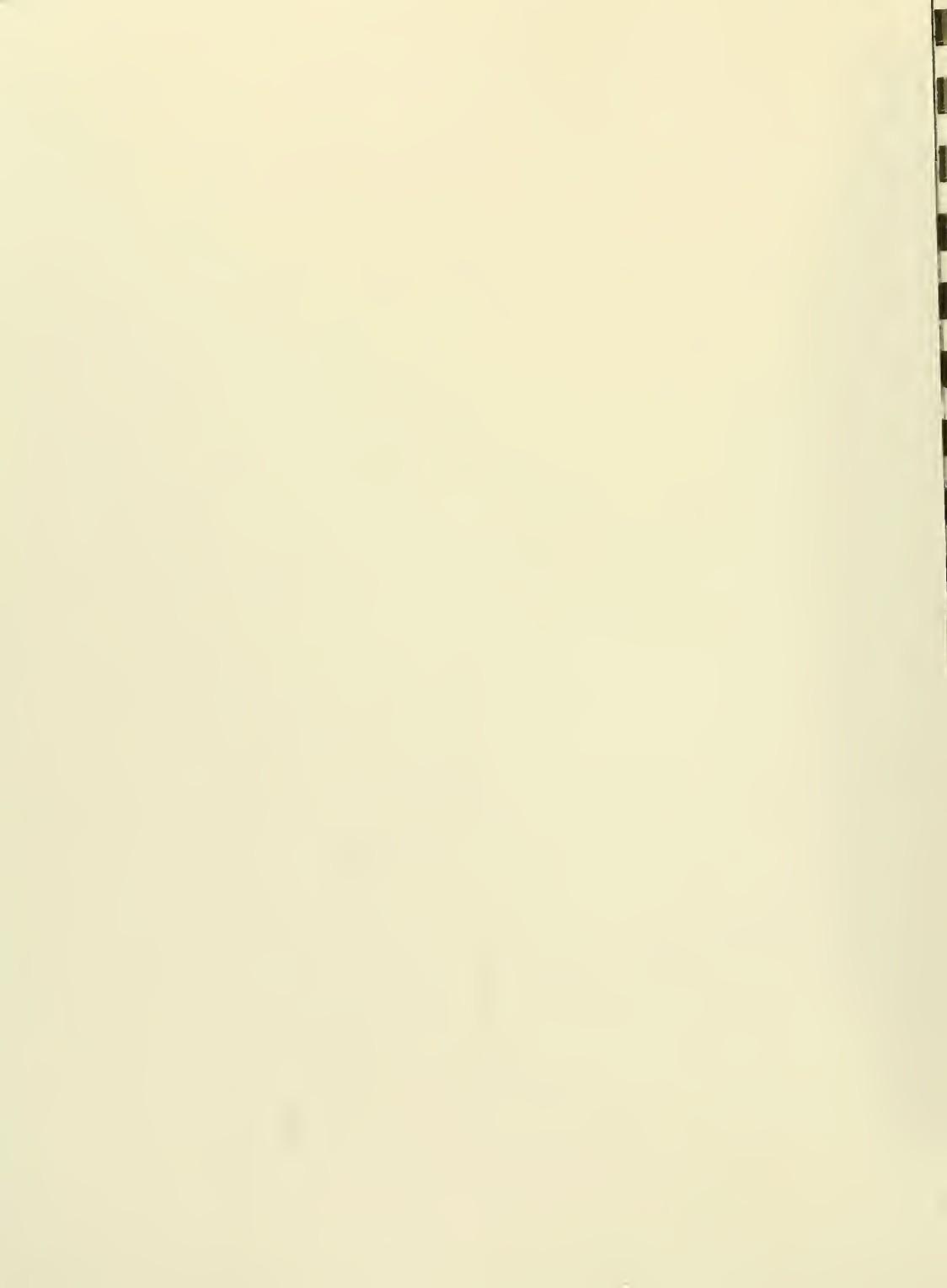
The Office of Neighborhood Services acts as liaison between the City's neighborhoods and City government to assure the voice of the neighborhood is heard, and neighborhood problems and concerns are effectively handled. The Office also organizes regular "Open Door Days," which allow residents to bring their concerns directly to the Mayor.

### **PUBLIC POLICY AND FINANCE, MAYOR'S OFFICE**

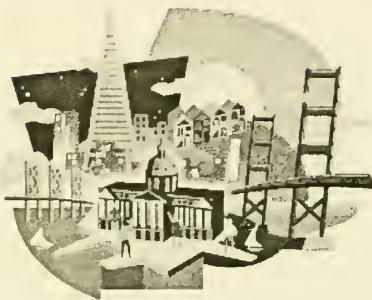
The Finance section of this office develops and maintains a balanced citywide budget; the Public Policy staff works with the Board of Supervisors, state representatives and federal government.





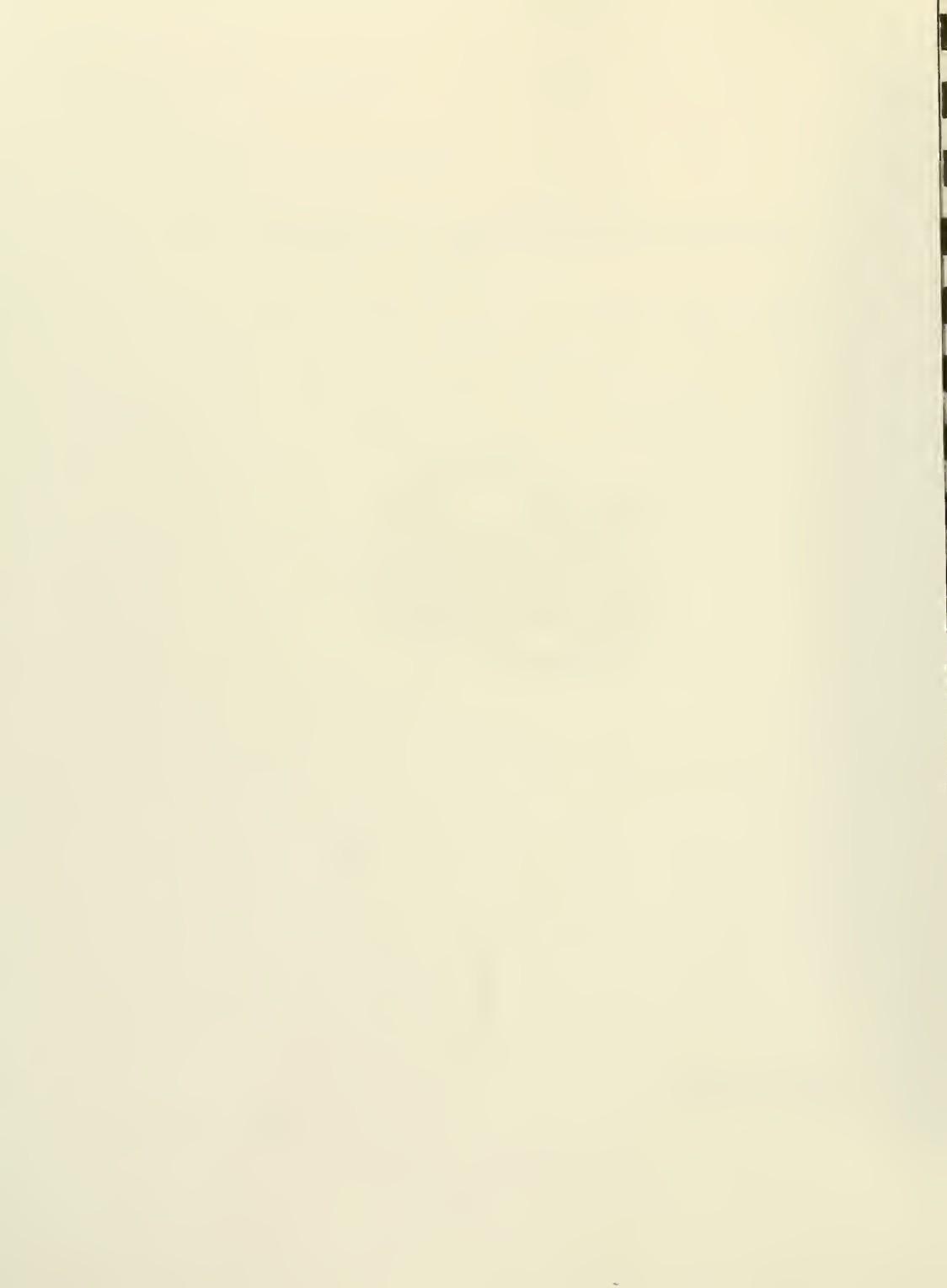


# **Doing Business with the Controller's Office**



Prepared by  
the Office of the Controller  
City & County of San Francisco  
415.554.7500

November 30, 2004



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# Controller's Office

## The Controller

The Charter of the City and County of San Francisco (City) designates the Controller as the chief accounting officer and auditor for the City. As of July 2004, the Controller is also designated as the City Services Auditor. The Controller is appointed by the Mayor and confirmed by the Board of Supervisors to serve a ten-year term.

The Controller is responsible for all financial management systems, procedures, internal control processes, and reports that disclose the fiscal condition of the City to managers, policy makers, and citizens. The Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions, and contracts. To perform these Charter-mandated functions, the Controller's Office provides a variety of support services. They include processing the City's budget, developing and maintaining a financial accounting information system for use by all departments, conducting financial and performance audits, and preparing and distributing paychecks for all City employees. As City Services Auditor, the Controller has general authority for monitoring and reporting on the level and effectiveness of services provided by the City to its residents.

## Mission of the Controller's Office

We ensure the City's financial integrity and promote efficient, effective and accountable government.

## Locating Additional Information

General information regarding the Controller's Office can be found at the Controller's Office web page on the City & County of San Francisco web site. The web site address is: <http://www.sfgov.org/site/controller>.

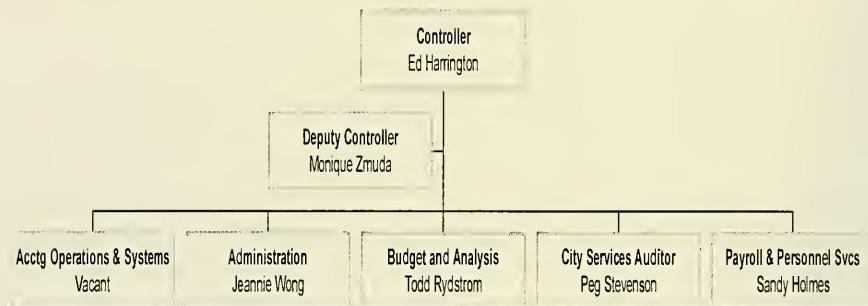
If you do not have access to the Internet and would like to get a copy of available documents, please call the *Office of the Controller* at 554-7500.

The following attachments are included in this document:

- Attachment 1 – Frequently Asked Questions
- Attachment 2 – Common Acronyms
- Attachment 3 – Accounting Policies & Guidelines

## Divisions within the Controller's Office

The Controller's Office accomplishes its mission through five divisions.



### I. Accounting Operations and Systems Division

The Accounting Operations and Systems Division's primary mission is to control the financial activities of the City. The division certifies contracts, pays vendors, and approves personnel requisitions. The division also reviews, monitors, controls, and projects departmental expenditures on a continuous basis to assess overall fiscal condition. The division assists departments to achieve fiscal compliance, accuracy, and timeliness of the resulting financial information. The division is also responsible for producing the City's annually audited financial statements including the Comprehensive Annual Financial Report (CAFR), the Single Audit Report, and other reports required by federal, state, and local regulations, as well as the Countywide Cost Allocation Plan (COWCAP). Other functions include developing and maintaining citywide financial systems, system policies, procedures, training, security and documentation.

The major functions and services provided by this division are as follows:

#### *Operations*

##### *Compliance and Disbursement*

This section supports departments with their daily financial activities to assure proper control for the recording of revenues and expenditures of the City in the Controller's ONLINE FAMIS (Financial Accounting and Management Information System). Fund Accounting Supervisors from this section are assigned to every department to assist them with their financial activities. Some of the functions provided by this section are as follows:

### *Processing Payments*

This section reviews and approves purchase orders and payment requests from departments. In general, payments for purchases of goods and services are processed through the Advanced Purchasing and Inventory Control System (ADPICS). Payments not relating to Purchase Orders created in ADPICS can be processed in ONLINE FAMIS. The types of payments that are normally processed through ONLINE FAMIS are revolving fund reimbursements, revenue refunds, judgments and claims, travel advances, travel and training reimbursements, wire transfer payments, tax refunds, and payments for encumbrance documents created in ONLINE FAMIS.

Contact the Controller's Fund Accounting Supervisor assigned to your department if you have questions about processing payments in either ONLINE FAMIS or ADPICS. *Fund Accounting Supervisor contacts can be provided by Remy Nelly at 554-6609.*

### *Releasing Checks*

All payments from ONLINE FAMIS are mailed on the same day the checks are produced. Checks for revolving fund reimbursements, payments to employees, and payments to Postmaster are held automatically for pickup by the departments.

If you wish to pick up checks for other types of payments, please refer to the memo on "Check Release" issued by the Controller's Office on July 12, 1999 located on the Controller's Office Policies and Procedures intranet website (refer to Attachment 3). If you have questions, *contact Nancy Poon at 554-7513.*

### *Replacing Lost or Stale-Dated Payroll Checks*

You request replacement for lost or stale-dated payroll checks through your department payroll section. To have the check replaced, your department payroll section will complete the *LOST PAYCHECK INFORMATION* side of the *LOST PAYCHECK AFFIDAVIT FORM* and have it signed by your department's appointing officer. The employee will complete and sign the *EMPLOYEE INFORMATION* portion of the affidavit form. The employee or your department payroll section will send the original signed *LOST PAYCHECK AFFIDAVIT FORM* to the Controller's PPSD, at 875 Stevenson St., Room 235, SF, CA 94103, to have the pay check replaced. If your department payroll section does not have the form, *contact William Kyu (PPSD)*, at 558-7817.

### *Replacing Vendor's Lost or Stale-Dated Checks*

For vendor checks, the replacement request must be submitted through the Controller's Office. The issuing department must complete and sign Section \* and the vendor must complete and sign Section II of the *LOST OR DESTROYED WARRANT AFFIDAVIT FORM* before submitting the replacement request to the Controller's Office for processing. The Controller's Office will not accept the *LOST OR DESTROYED WARRANT/AFFIDAVIT FORM* without the original signature. (A photographic copy will not be accepted.) If you have questions regarding this process, *contact Nancy Poon at 554-7513.*

### *Processing Receipts*

Departments should deposit payments made to the City with the Treasurer or into a City bank account as soon as possible. Transactions for these receipts also should be recorded

in ONLINE FAMIS on or about the same time the money is deposited. If you have questions about depositing receipts, contact the Treasurer's Office at 554-5410. If you have questions about recording receipts transactions in ONLINE FAMIS contact Ed Manuel at 554-7504.

### *Conducting Post Audit Review*

This section conducts post audit review of selected financial transactions recorded in ONLINE FAMIS and ADPICS. This is an ongoing process and departments should expect to be audited at least once a year. During the audit, this section of the Controller's Office:

- Determines areas of operating weakness and ineffective or missing internal control measures and proposes enhancements to existing processes
- Defines points of delays in document processing
- Defines the need for new policies or need to clarify ambiguity on current policies
- Identifies needs for staff training or refresher courses

### *Approving Contract Payments, Retention, and Liens*

Departments have a direct responsibility to ensure that retention and lien-related transactions are properly recorded in ONLINE FAMIS. This unit approves payment for contracts encumbered in ONLINE FAMIS that require retention or liens. For detailed instructions on retention and liens please refer to the memo "Contract Retention/Liens" issued by the Controller's Office on May 22, 1997 located on the Controller's Office Policies and Procedures intranet website (refer to Attachment 3), or contact your Controller's Fund Accounting Supervisor.

### *Validating Funding for Personnel Requisitions*

This unit is part of the approval process in processing Personnel Requisitions through the Department of Human Resources' Human Resource Management System (HRMS). The Controller's role is to determine if unencumbered funds are legally available to fund the request for personnel. If you have questions regarding the Controller's review process or the status of your personnel requisition, please contact your Controller's Fund Accounting Supervisor.

### *Grant Administration*

The Grants Section assists departments with the financial management of federal, state and other public and private grants, entitlements (such as welfare, and food stamps), gifts, and loans. The section's three primary objectives are:

- Support departments to ensure that accurate and timely grant information is available in ONLINE FAMIS
- Monitor departments to ensure that they control their grant expenditures and revenues in accordance with the City's Administrative Code and program requirements
- Review grant budgets and "Accept and Expend Resolutions" for new grants to ensure that financial information is accurate

The Grants Section also coordinates the preparation of the Single Audit Report and the County-Wide Cost Allocation Plan (COWCAP).

For further information, contact Kathleen Gill at 554-7421.

## **Systems**

### **Cash and CAFR Support**

This section supports the preparation of the City's Comprehensive Annual Financial Report (CAFR) and other financial reports as required by federal, state, and local regulations. This section is also responsible for cash management and reconciliation, interest allocation and distribution, and various analytical reviews of cash, transfers and investment balances. Contact Peter Chiong at 554-5242 for more information.

### **Business Intelligence Systems**

The Business Intelligence Systems Section defines, acquires or develops, tests, and installs new financial or related systems for the Controller's Office. This section develops new reports and templates for the Executive Information System (EIS). The section also produces EZtrieve reports and extracts from the financial systems. This section manages financial systems security and control, monitors payroll systems clearing accounts, and maintains the Financial Accounting Management Information System (FAMIS) and the Labor Distribution System (LDS) tables. Contact Leo Casipit at 554-5238 for more information.

Access to the Controller's financial systems is given by written request from your department's fiscal officer or someone designated by your fiscal officer. You will need to fill out a set of security forms, which are available from Myrna Evangelista at 554-7484.

### **Systems Support and Training**

The System Support and Training Section assures that all the current Controller's financial systems are available at all times. Major systems include FAMIS, ADPICS, EIS, and FAACS (Fixed Assets & Accounting Control System). This section also identifies and resolves problems related to these systems, performs routine maintenance, such as installing new versions, purging old data, and recasting various financial data in ONLINE FAMIS. Contact Alan Pavkovic at 554-5240.

This section also conducts training classes for ONLINE FAMIS, ADPICS, EIS, and FAACS. For more information about classes or if you need the name of your department training coordinator, contact Myrna Evangelista at 554-7484.

## **II. Administration Division**

The Administration Division provides administrative support for the Controller's Office. The division manages the Controller's Office budget, finance, contracts, IT, personnel, and administrative support areas of the Office. It is responsible for examinations for the Accounting, Auditing, and high-level Payroll classifications for the City and County of San Francisco. It also administers the 1649 Accountant Intern Program. Contact Jeannie Wong at 554-7604 for more information.

### **Decentralized Examination Section for CCSF**

The Controller's Office Personnel Section not only serves the Personnel needs of the department, but also serves as a decentralized examination section for the City and County of San Francisco providing Civil Service examinations and eligible lists for the Accounting, Auditing, and high-level Personnel classifications. It is responsible for doing a job analysis of the classifications, conducting permanent examination processes for those classes, and maintaining current eligible lists from which all City departments hire accountants, auditors, and high-level payroll positions. If no current eligible lists are available from which to hire, departments can solicit permanent transfers from other departments. If they choose to hire provisionally, the approval of the Controller's Office Personnel Section and the EEO Unit of the Department of Human Resources is required. *Contact Louis Voccia at 554-7552 for more information.*

### **1649 Accountant Internship Program Administration for CCSF**

The Personnel Section also is responsible for administering the 1649 Accountant Internship Program for the City. This program is the first step in the Accountant Series. Qualified candidates are tested and interviewed. Successful candidates enter the Accountant Internship program in Class 1649 Accountant Intern. They are trained in an 18-month program and mentored by higher level, experienced accountants throughout the City. The interns serve 9-month rotations at two different departments for a total of 18 months in order to provide them with optimum training and experience citywide. They serve as permanent exempt employees during their internship. At the end of the program, successful interns are permanently promoted to Class 1652 Sr. Accountant. Currently, one can advance to that level only by participating in this program. *Contact Louis Voccia at 554-7552 for more information.*

## **III. Budget and Analysis Division**

The Budget & Analysis Division provides fiscal management oversight, budgetary planning, and public policy analysis for City. This division includes four operating units: 1) Budget, 2) Revenue, 3) Property Tax, and 4) Reconciliation. The division provides information to a wide range of customers, including the Mayor, Board of Supervisors, City departments, rating agencies, community stakeholders and the press. Key work products and operational responsibilities are highlighted below. Please contact the Budget & Analysis Division director, *Todd Rydstrom at 554-4809* for more information.

### **Budget Unit**

The Budget Unit is responsible for preparing the City's budget instructions and all related budget documents, budgetary impact analyses for labor negotiations, and periodic financial reporting. Some of the key reports include the expenditure sections for the Six-and Nine-Month Budget Status Reports and the Three-Year Projection Report, as well as the High-Level Monthly Financial Reports and the Overtime Reports. The Budget Unit is also responsible for the Budget Preparation System (BPREP) and conducting citywide training on budget development. The Budget & Fiscal Operations Manager is *Lawrence Chiu, 554-7554.*

### ***Revenue Unit***

The Revenue Unit is responsible for tax and fee revenue analyses, citywide tax revenue oversight and operations as well as periodic financial reporting. Some of the unit's key reports include the City's Revenue Manual, the Master Fee Schedule, the annual Revenue Certification Letter for the Mayor's Proposed Budget, bond official statement and secondary disclosure appendix information, as well as the revenue sections for the Six- and Nine-Month Reports and the Three-Year Projection Report. The Citywide Revenue Manager is *Ada Lam*, 554-5268.

### ***Property Tax Unit***

The Property Tax Unit is responsible for all county wide property tax operations. This includes working with all taxing entities within the county jurisdiction and the State to timely file required periodic financial reporting. This unit is also responsible for calculating the County's tax rate, assessing the tax rate impact for proposed general obligation bonds, disbursing property tax allocations, and working with the Redevelopment Agency on property tax increment allocations and projections for all of the City's redevelopment project and survey areas. The County's Property Tax Manager is *Edel Antiniw*, 554-7593.

### ***Reconciliation Unit***

The Reconciliation Unit is responsible for the financial monitoring, analysis and reconciliation of the City's funds and provides reconciliation oversight for the City's general ledger. Some of the unit's key reports include the City's annual Fund Analytical Reports, supporting documentation for the City's Comprehensive Annual Financial Report, and related rating agency presentation materials. The Reconciliation Unit Manager is *Wing Leung*, 554-5258.

## **IV. City Services Auditor**

The Division is being formed during FY04-05 to implement the "City Services Auditor" Charter Amendment, passed on the November 2003 ballot. This new function brings together the Audits, City Projects, and Performance Management Divisions in the Controller's Office, adds a whistleblower hotline, and implements other mandates of the Charter. The division has broad authority for:

- Benchmarking, performance management, and 'best practices' comparison of San Francisco's services relative to other public agencies;
- Conducting financial and performance audits of City departments, contracts and functions;
- Performing regular oversight of the City's contracting procedures, including developing model criteria and terms for Requests for Proposals;
- Maintaining a whistleblower complaints hotline and website and conducting investigations regarding waste, fraud, and abuse of City resources;

- Completing specified annual assessment and reporting activities.

### **Performance Auditors**

Performance Auditors assess the effectiveness and efficiency of City departments in meeting their mission and goals and determine if programs, policies, and procedures of departments are producing their intended or desired results. Performance audits may also test whether a department or program has complied with applicable laws and regulations and requirements stipulated in the Charter, Administrative Code, ordinances, policy statements, and accepted business practices. Auditors also assess departments' use of performance measures to report their success in meeting their objectives. The City Services Auditor mandate is to audit a department, portion of a department, or function on a five to seven year cycle.

### **Financial Auditors**

Financial Auditors provide independent financial and concession audits as a service to the City's boards, committees, commissions, and departments. Financial audit staff evaluate systems of internal controls and evaluate City finances and operations to assure that assets are protected and managed in accordance with requirements stipulated in the Charter, Administrative Code, ordinances, policy statements, and accepted business practices. The division reports findings of its audits to the Mayor, Board of Supervisors, Civil Grand Jury, commissions, and department management. *Contact Monica Wu at 554-7519 for more information.*

### **City Projects and Performance Staff**

City Projects and Performance staff provide analytical, managerial, and technical assistance services to other City departments on a citywide basis. The group works collaboratively with departments and elected officials on problem solving and on issues that require a cross-departmental approach, and provides technical assistance to enable City departments to measure, manage, and improve their services. Projects are drawn from a variety of sources; they may be proposed by the Controller and Mayor, developed to implement an audit recommendation, or developed in consultation with City departments. Usually projects are completed within three or four months but may be longer as required.

In addition, the group provides performance information through:

- Working with departments to develop meaningful performance measures and methods of tracking them, verifying data and maintaining a citywide database of performance measures;
- Publishing performance information in the Mayor's Budget Book and developing reports for the public and policy makers;
- Conducting an annual survey of citizens' opinions of City services;
- Staffing the Mayor's SFStat project, in which City departments report on critical performance, budget, and other information to a panel including the Mayor and other city executives on a periodic basis.

### ***Whistleblower Unit***

The Whistleblower Unit is responsible for maintaining a hotline (554-CITY) and website ([www.sfgov.org/whistleblower](http://www.sfgov.org/whistleblower)) to receive complaints alleging waste, fraud or abuse of City resources; to investigate or refer complaints as appropriate; and to track complaints to resolution.

### ***Annual Reviews***

Finally, the City Services Division is also required to conduct annual reviews of:

- Streets, sidewalks, and parks standards and maintenance;
- City management and employment practices affecting public service delivery;
- The top five workers' compensation and overtime spenders among City departments with recommendations for improvements.

Contact Peg Stevenson at 554-7522 for more information.

## **V. Payroll & Personnel Services Division**

Payroll and Personnel Services Division (PPSD) is the central processing center for payroll for the City and County of San Francisco. The functions of the division are as follows:

### ***Timesheet Processing***

The City pays its employees on a biweekly basis. All time is reported to the departmental payroll offices and entered into time entry subsystems. The time entered into subsystems is transmitted to the mainframe payroll system on the Wednesday before pay day. Once all the data is edited and reviewed, the payroll is processed on Thursday night and checks and reports are printed on the Friday before pay day.

### ***TESS (Time Entry Scheduling System)***

The City uses a time and attendance system called TESS. Most departments are using this standard for time input processing. The system allows for the rules found in the union contracts to be applied.

### ***New Hires, Terminations and Changes***

Departments prepare new hire forms after receiving approval from Department of Human Resources (DHR). These forms are submitted to PPSD for data entry into the centralized payroll system. After the employee is on the system, a timesheet can be processed. The new hire form should be submitted as soon as possible so that the employee can be paid in a timely manner. Employees cannot be paid until the new hire form is authorized and processed by PPSD.

Changes and terminations are processed on Personnel Action Request (PAR) forms, which are turnaround documents produced by the payroll system.

All of these transactions are handled by the payroll or personnel office of your department and require an authorized signature.

### ***Adjustments, Deductions and Manual Checks***

PPSD processes adjustments to correct pay problems from prior pay periods, processes retroactive payments, and prepare manual checks if an employee did not receive a check on payday. The departmental payroll office prepares a Problem Description Form (PDF) and submits it to PPSD for processing. PPSD reviews and enters it into the system for payment on the next appropriate pay cycle. If the submitted document has a problem, PPSD contacts the departmental payroll office to resolve the discrepancy. PPSD issues a manual check if necessary, but makes every effort to add the adjustment to the next pay cycle.

PPSD sets up all payroll deductions, such as voluntary deductions like Electronic Fund Transfers (EFT) of paychecks to employees' banks and union dues, as well as involuntary deductions such as garnishments and IRS levies. The Retirement System controls retirement deductions; the Health Service System controls health insurance deductions.

### ***Taxes and Reconciliation***

PPSD receives and processes employee W-4 forms for each employee so that they have the appropriate tax deduction on their paycheck. PPSD then remits the federal, state and social security taxes to the government. PPSD interfaces with the accounting system each pay period and reconciles the payroll accounts with the ONLINE FAMIS accounting system. Biweekly payroll accounting reports are sent to the departments with the paychecks.

### ***Paycheck Distribution***

Every two weeks, PPSD produces approximately 30,000 checks/advises and numerous reports for the entire City. The day before payday, the reports and checks are bundled together and picked up from 875 Stevenson St. by messengers and taken to the departmental payroll and/or personnel offices for distribution.

### ***Problem Resolution***

Start with your payroll and/or personnel office if you have a question or problem. PPSD has a good working relationship with each departmental payroll office and they know how to address most issues. *Contact Seretha Gallaread at 558-7865 and she will direct you to the best person to solve your problem.*

# Attachment 1 – Frequently Asked Questions

## Accounting in the City

### ***Where do I find the City's chart of accounts?***

The chart of accounts that lists all the object codes for revenues and expenditures for the City's ONLINE FAMIS accounting system is located on the City's SFGOV intranet website: <http://intranet> then click *Services > Controller's Office Policies and Procedures > Chart of Accounts*.

It is also located on the above site under Forms: <http://intranet> > *Forms > Forms by Department Name > Controller's Office > 11-01-2004 Chart of Accounts*.

### ***Where can I get training on the City's accounting system?***

The Controller's Office Accounting Operations and Systems Division (AOSD) provides ONLINE FAMIS training for department users. Department fiscal officers or someone designated by your fiscal officer must authorize training in writing or via e-mail sent through the department's designated training coordinator. The training coordinator forwards the pertinent information to the AOSD training registrar, who will forward security forms for completion. ONLINE FAMIS security and password setup are required prior to attending classes. Contact Myrna Evangelista in the Systems Division at 554-7484.

### ***Are all encumbrances automatically closed out at fiscal year-end? How do you carry forward encumbrances?***

At fiscal year-end, the Controller's Office issues a memorandum to all departments regarding the Annual Appropriation Carryforward Request. This memorandum provides departments with instructions on how to request a carryforward of unexpended annual appropriations. Unencumbered balances of all annual appropriations are automatically closed to Fund Balance at fiscal year-end. However, unencumbered balances of funds budgeted for specific non-recurring items or services that are not in the base budget for that fiscal year and that could not be fully spent or encumbered by fiscal year-end can be requested for carry forward to the next fiscal year. These carryforwards must be used in the next fiscal year for the same purpose for which they were originally budgeted; otherwise, the department must submit a request for supplemental appropriation to the Mayor and the Board of Supervisors.

## Audits

### ***What is the difference between financial and performance audits?***

Financial audits determine whether departments present financial information fairly, and whether internal controls are adequate and assets are properly safeguarded. Financial audits also review the propriety of transactions.

Performance audits determine if programs, policies, and procedures of departments are producing their intended or desired results. Performance audits measure the efficiency and effectiveness of City operations, and whether a department or program has complied with applicable laws and regulations.

### ***Who decides which departments or programs are audited?***

State or local laws mandate some audits, particularly financial audits. The Mayor's Office, the Board of Supervisors, or the departments themselves may request other audits. Also, a whistleblower complaint may result in an investigative audit. Finally, the Controller and the Audits Division may decide to conduct audits based on information they have received about problems or deficiencies in a department or program.

### ***Once an audit is completed, what happens?***

An audit report is written and issued to the Mayor's Office, Board of Supervisors, Civil Grand Jury, auditee, various other agencies, and the public. The reports identify problems or deficiencies and make recommendations for correcting them. The Audits Division follows-up with the auditee six months, one year, and two years after the report is issued to ensure that action on the recommendations has been taken. Audit reports are presented on the Controller's Office internet website:

<http://www.sfgov.org/site/controller>

## **Budgets & Analysis**

### ***What is the BPREP (Budget Preparation) System and where can I get training on it?***

The BPREP System is a part of the City's interconnected electronic financial system, which also includes ONLINE FAMIS (Financial Accounting and Management Information System) and ADPICS (Advanced Purchasing and Inventory Control System). BPREP is used throughout the budget development process. Data from it underlies all reports the Mayor's Office and the Board of Supervisors use to review and approve departmental budgets. When the budget process is complete, the data in BPREP is interfaced into ONLINE FAMIS where it becomes your budget for the new fiscal year.

BPREP data also is used to generate the Annual Appropriation Ordinance (AAO) and the Annual Salary Ordinance (ASO). These two documents are the City's official legislation giving, respectively, appropriation authority and position authority for the fiscal year. Departments should organize their BPREP hierarchy and data to reflect how they actually operate.

The Controller's Office Budget and Analysis Division provides training in December of each year. Contact Lawrence Chiu at 554-7554 for more information.

### ***How do I know the status of my budget?***

Each month, the Controller's Office sends expenditure and revenue reports to departments. These show the status of appropriations and project selected sources and uses of funds to fiscal year end. In addition, on-line departments can retrieve up-to-date

fiscal information from the Controller's Financial Accounting Management Information System ( ONLINE FAMIS).

### ***What's the difference between budget, appropriation, and allotment?***

A budget begins by a department requesting funding. The request goes to the Mayor, is then reviewed and approved by the Board of Supervisors, and then enacted into an ordinance called the Annual Appropriation Ordinance (AAO).

An appropriation is an authorization to expend money for specific purposes (salaries, services, equipment, etc.).

Allotments make portions of an appropriation available for expenditure. The Controller can set up allotments to be quarterly or semiannually. The allotment schedule ensures that departments do not over-expend their appropriations before the end of the fiscal year. An allotment schedule can be adjusted to meet unusual circumstances if the department can demonstrate to the Controller that it can stay within its budget, even with the additional allotments.

[Refer to the *San Francisco Administrative Code, Chapter 3 Budget Procedures and Chapter 10 Finance, Taxation, and Other Fiscal Matters, Article 1 In General, Sec. 10.01. Effect of Appropriation Ordinance and Sec. 10.05. Allotments.*]

### ***What if an unusual situation arose and my budget will be insufficient for the balance of the year?***

If this situation arises, contact the Controller's Budget Office or the Mayor's Budget Office. With the approval of the Mayor's Office, departments can submit a supplemental appropriation request. The supplemental follows the same route as the budget – recommendation by the Mayor, certification that funds are available by the Controller, approval by the Board of Supervisors, and enactment into law by ordinance. Note that until the Board approves a supplemental appropriation request, departments have no authority to incur obligations or over-expend funds previously appropriated. *Contact the Controller's Budget Office at 554-7554 or the Mayor's Budget Office at 554-6158.*

### ***What are the rules for budget transfers?***

The San Francisco Administrative Code Section 3.18 outlines the rules for budget transfers, "The Controller, upon request of the Mayor, other officials, boards or commissions of the City and County, may transfer any unused balance or portion thereof from previously appropriated funds to augment existing appropriations as long as the transfer is within the same fund and governmental section. The Controller shall notify the Mayor and the Board of Supervisors of any transfer of funds made pursuant to this section that exceeds 10 percent of the original appropriation to which the transfer is made. No such transfer of funds shall be made to an appropriation which was previously reduced by action of either the Mayor or Board of Supervisors in their review of the budget for the current or prior fiscal year."

## ***What steps do I take to change or enact a new departmental service charge?***

Fees are typically authorized through the Municipal Code. Contact the Citywide Revenue Manager, *Ada Lam* at 554-5268.

Online departments can verify the need for requests for carryforward by checking ONLINE FAMIS Sub-funds Table Maintenance Screen 5055. If the sub-fund's All-Years Option = N, a request is required. Offline departments should call their Fund Accounting Supervisors for assistance.

## **Employment & Payroll**

### ***What role does the Controller play in the hiring process?***

The Controller's Office checks all personnel requisitions to determine that the department has sufficient funds available and an authorized position in the budget.

## **Purchasing**

### ***How do we make an emergency or urgent purchase immediately?***

If you need to make an urgent purchase that's within your authorized budget, contact the Purchaser and the Controller's Fund Accounting Supervisor for advice. *Administrative Code Section 6.30* specifically defines an "actual emergency". In those situations, expenditures require the department head obtain approval in writing from the Mayor and/or the president of the department's board or commission and, if over \$25,000, of the Board of Supervisors. Notify the Controller immediately of the work involved or the contract entered into and its estimated cost.

### ***Where can I get training on the City's purchasing system?***

The City's purchasing system is the Advanced Purchasing and Inventory Control System (ADPICS), which interfaces with ONLINE FAMIS. The Controller's Accounting Operations and Systems Division manages ADPICS. Department fiscal officers or someone designated by your fiscal officer must authorize training in writing or via e-mail sent through their department's ADPICS Liaison. The ADPICS Liaison emails the pertinent information to the ADPICS Help Desk or calls the ADPICS *Help Line* at 554-7878. Note that access to ADPICS is not authorized until the classes are completed. It is advisable to sign up as soon as possible as there are long waiting lists.

### ***Where can I find the City's purchasing system manual?***

The City's purchasing system (ADPICS) manual is located on the following SFGOV intranet website listed by chapters starting with the name ADPICS.

<http://intranet > Forms > Forms by Department Name > Controller's Office > ADPICS>

***How are employees paid? What do we do in case of a mistake?***

The Controller's Payroll and Personnel Services Division (PPSD) is responsible for paying approximately 30,000 City employees. City employees are paid biweekly on alternate Tuesdays seven weekdays after the end of the pay period. Biweekly pay periods run from a Saturday through the next following Friday. Example: a pay period could start on Saturday, January 1, run through Friday, January 14, with pay issued on Tuesday, January 25. Retirement deductions are controlled by the Retirement System; health insurance deductions are controlled by the Health Service System; all other deductions, taxes, union dues, etc., are processed through the employee's department to PPSD. Problems with pay, deductions, etc., should be referred to the department payroll clerk, who will refer them to PPSD if necessary. Payroll problems or questions for the San Francisco Community College District or San Francisco Unified School District should be referred to those respective departments.

## Attachment 2 – Common Acronyms

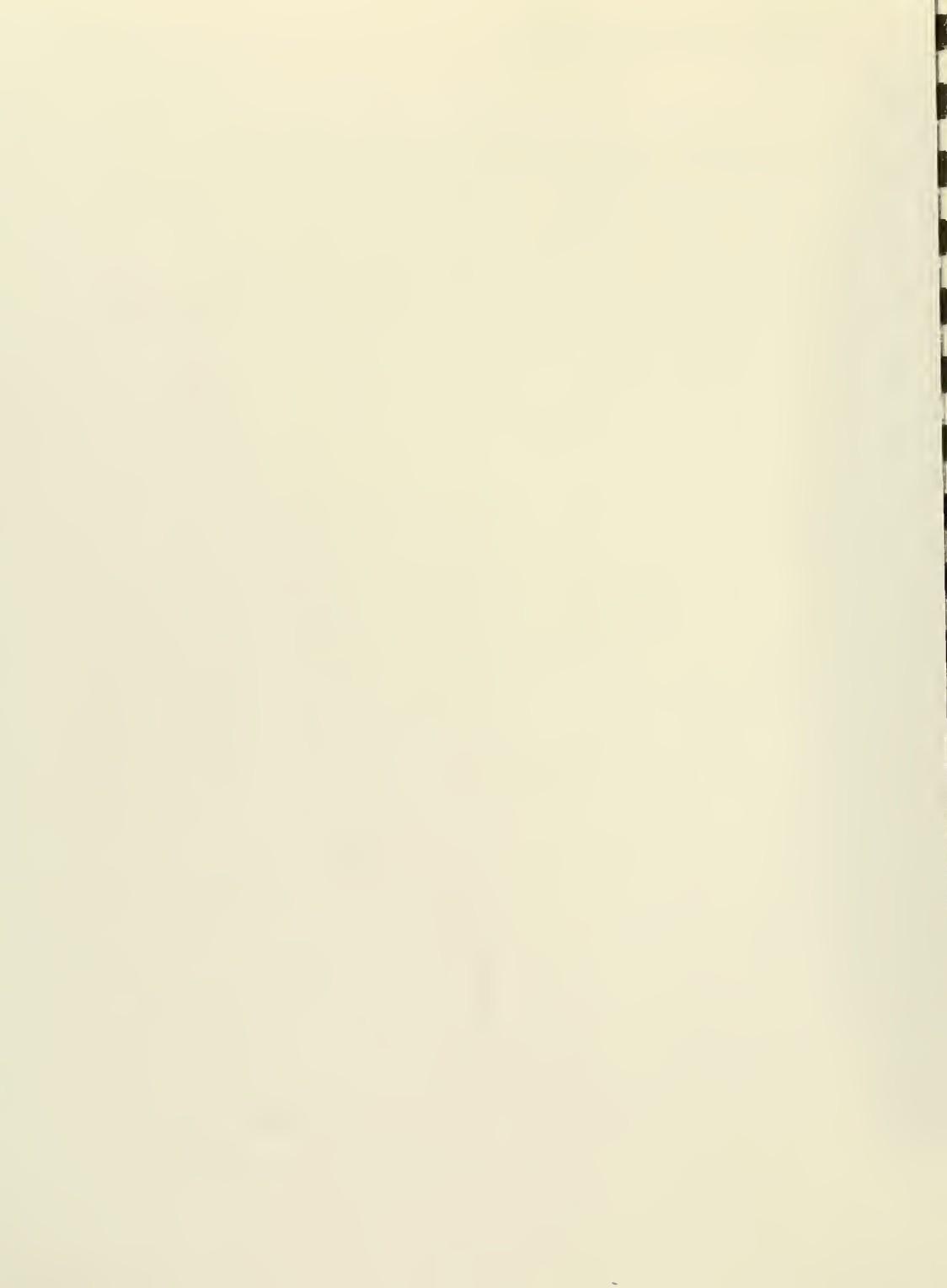
<b>Acronym</b>	<b>Definition</b>
AAO	Annual Appropriation Ordinance
ADPICS	Advanced Purchasing and Inventory Control System
AOSD	Accounting Operations and Systems Division
ASO	Annual Salary Ordinance
BPREP	Budget Preparation System
CAFR	Comprehensive Annual Financial Report
COWCAP	Countywide Cost Allocation Plan
CSA	City Services Auditor
DHR	Department of Human Resources
EFT	Electronic Fund Transfers
EIS	Executive Information System
FAMIS	Financial Accounting Management Information System
FAACS	Fixed Assets and Accounting Control System
HRMS	Human Resource Management System
LDS	Labor Distribution System
PAR	Personnel Action Request
PDF	Problem Description Form
PPSD	Payroll and Personnel Services Division
TESS	Time Entry Scheduling System

## Attachment 3 – Controller's Guidelines

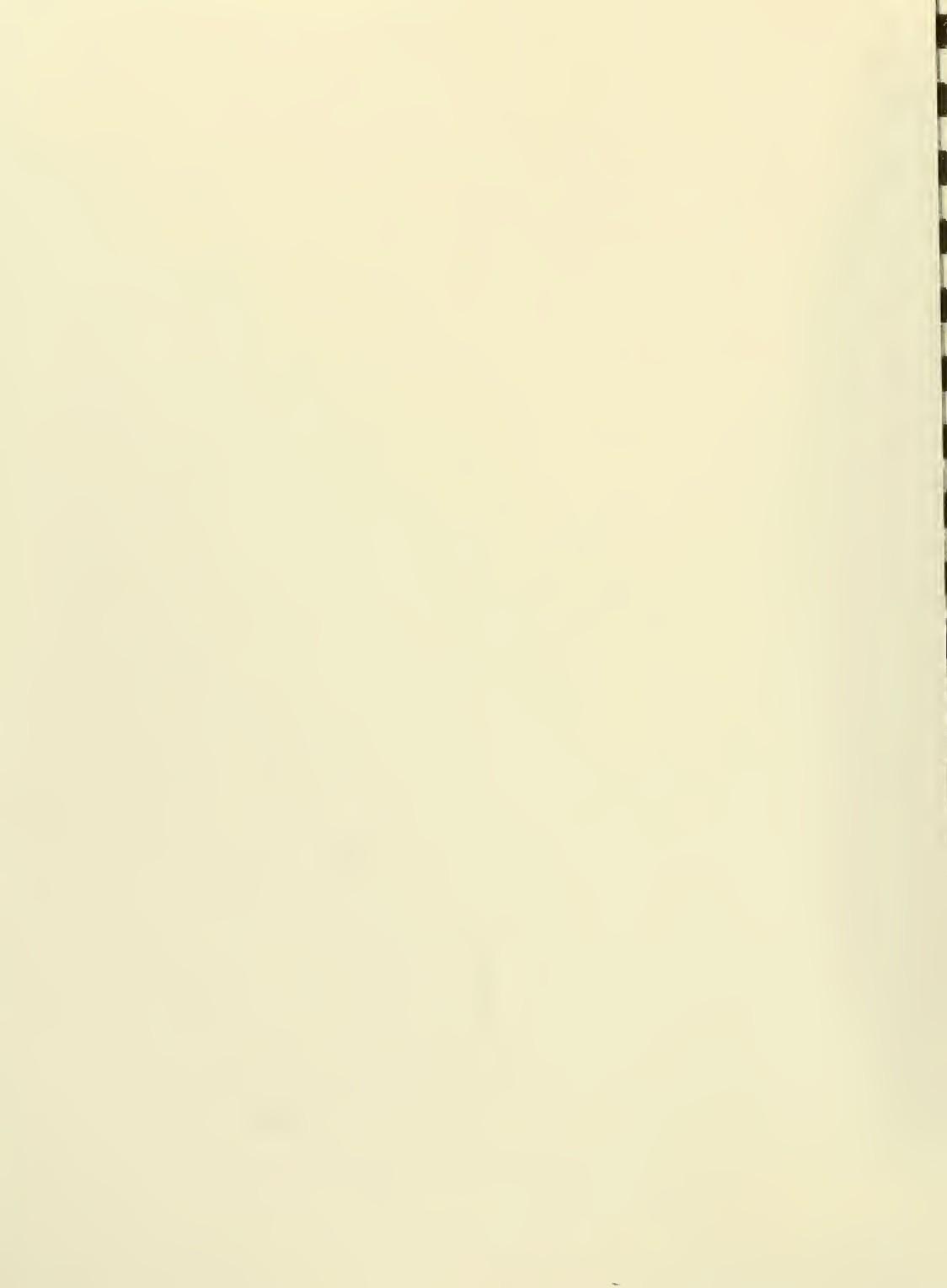
The Controller's Office Guidelines are maintained by the Accounting Operations and Systems Division and are located at the following City and County of San Francisco intranet website:

[http://www.sfgov.org/wcm\\_controller/ControllersPolicies/index.html](http://www.sfgov.org/wcm_controller/ControllersPolicies/index.html)

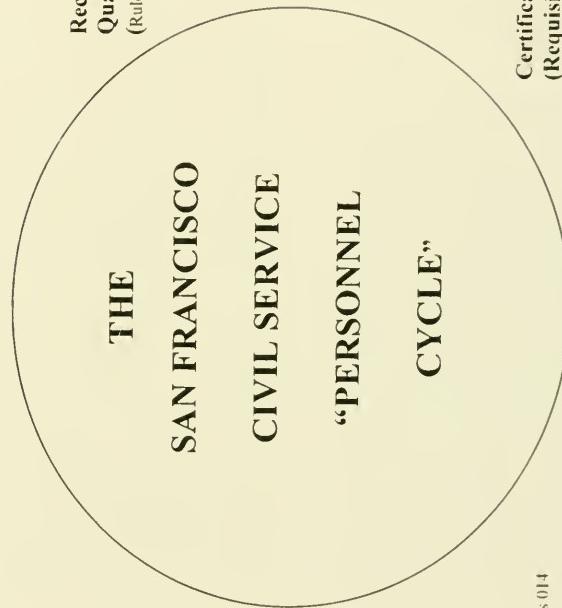
These guidelines provide Controller's Office policies and procedures for accounting operations, budget, and payroll for City departments.







**POSITION CREATED**  
↓  
**POSITION CLASSIFIED**  
↓



**Separation**  
(Rule Series 17, 19 & 22)

**Recruitment - Examination Qualifications and Applicants**  
(Rule Series 10)

**Employment** (Rule Series 09, 15, 16, 18,  
20, & 21)

**Examinations**  
(Rule Series 11 Examinations)

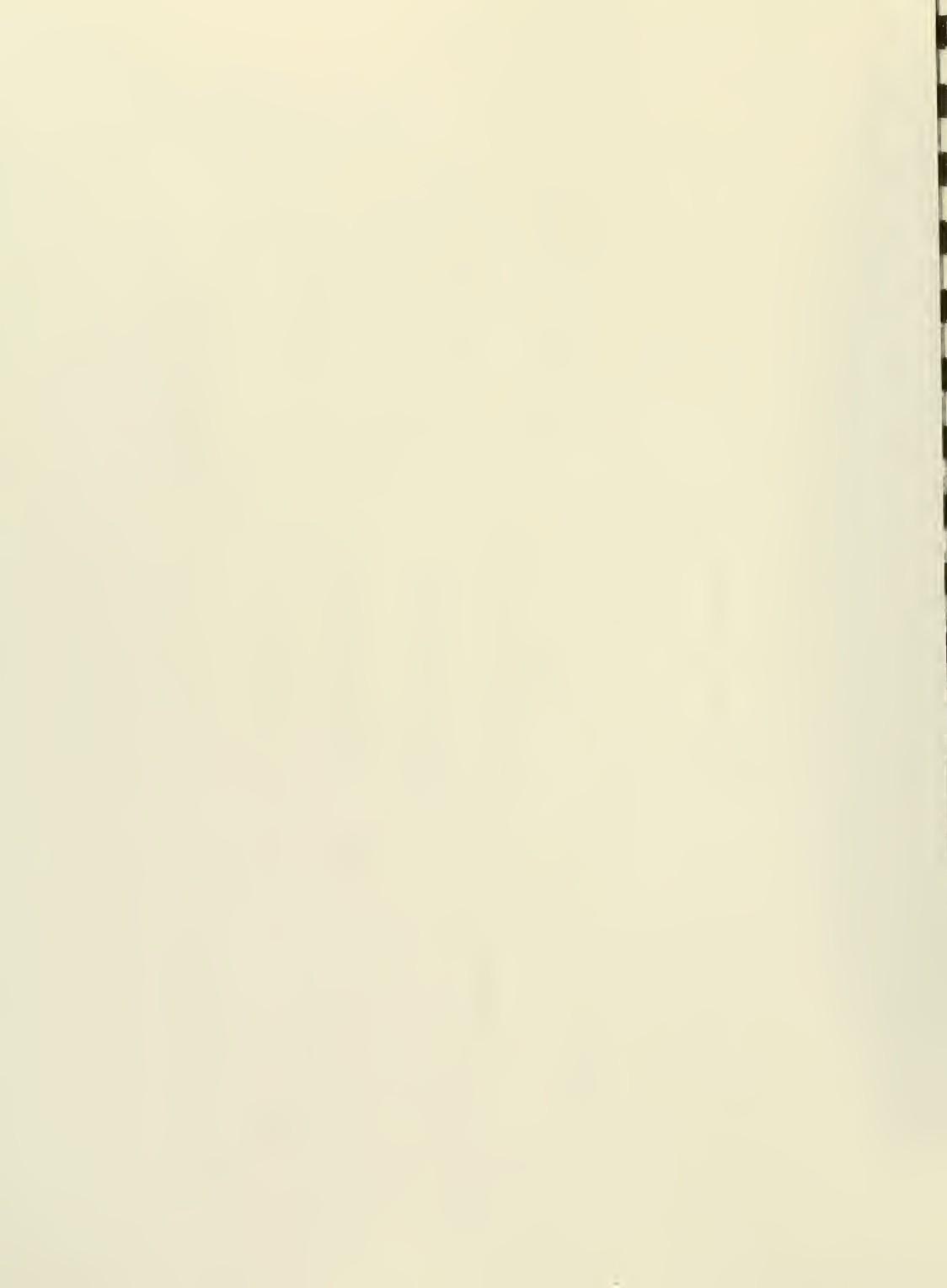
**Probationary Period**  
(Final Phase of Selection Process)  
(Rule Series 17 Probationary Periods)

**Eligible Lists**  
(Rule Series 12 Eligible Lists)

**Validation of Appointments**  
(Rule Series 02) Definitions and Rule Series 014  
Appointments

**Certification of Eligibles**  
**(Requisition Required)**  
(Rule Series 13) Certification of Eligibles

**Appointments**  
(Rule Series 14 Appointments)



The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

# Civil Service Adviser



## WHAT IS THE MERIT SYSTEM?

*"The Merit System of making appointments is in its essence as democratic and American as the common school system itself."*

*Theodore Roosevelt – 26<sup>th</sup> President of the United States.*

### WHAT IS THE MERIT SYSTEM AND HOW IS IT ADMINISTERED IN THE CITY AND COUNTY?

In response to a burst of public outrage during the late 1800's, civil service was established as a path to "good government."

Civil service, also known as the merit system, was created to assure that the recruitment and retention of a qualified work force, and, the selection and promotion of employees providing public services and compensated by tax dollars is conducted in a fair and impartial manner and in a competitive fashion.

Today's increased public demand for accountability, high performance and ethical standards require a visible, objective public personnel process provided by a merit system. The City's merit system, administered by the Civil Service Commission, was first established by voters in the 1900 Charter. The Charter approved by voters in 1996 reinforces the merit system under the jurisdiction of the Civil Service Commission and delineates the merit system responsibilities of the City's Personnel Department - the Department of Human Resources.

The Civil Service Commission is responsible for the establishment of Rules, policies and procedures and the hearing of appeals. The Human Resources Department implements the merit system through the administration of its examination, classification and merit system programs.

The Civil Service Commissioners serve six-year terms. The Charter requires Civil Service Commissioners and the Human Resources Director to make a declaration upon their appointment opposing appointments to public service as a reward for political activity.

### THE CITY'S MERIT SYSTEM PRINCIPLES

The principles of the City's merit system include:

- 1) recruitment, employment, retention and promotion of employees on the basis of qualifications and performance; and,
- 2) high

performance and ethical standards, consistent with hiring the best-qualified individual who has successfully completed the examination process, placed on an eligible list and completed the probationary period. It is the goal and policy of the Civil Service Commission to provide fair treatment of applicants in all aspects of employment without regard to race, religion, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital or domestic partnership status, parental status, color, medical condition, and otherwise prohibited nepotism or favoritism.

### WHAT IS THE SCOPE OF THE CITY'S MERIT SYSTEM?

The scope of the merit system of the City and County of San Francisco is defined as examinations; eligibility; duration of eligible lists; certification of eligibles; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment or completion of work; the designation and filling of positions, as exempt, temporary, provisional, part-time, seasonal or permanent; classification; status and status rights; probationary status and the administration of probationary periods, except duration; pre-employment and fitness for duty medical examinations, except for the conditions under which referrals for fitness for duty examinations will be made, and the imposition of new requirements; conflict of interest; definition; administration and other merit system matters not in conflict with the Charter.

### QUESTIONS:

Department Of Human Resources:	557-4923
Merit System Services	557-4990
Employee Relations Division	557-4849
Internal Services	557-4832
Equal Employment Opportunity	557-4832
Civil Service Commission	252-3247

### Civil Service Commission

Karen Clopton, President

Rosabella Safont, Vice President

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Adrienne Pon, Commissioner

Kate Favetti, Executive Officer

### CONGRATULATIONS!

To the Department of Human Resources award recipients in the categories of Outstanding Performance, Leadership, Customer Service, Team Excellence, Unsung Heroes, and Human Resources Director's Award. You all do us proud!!

# Civil Service Adviser



Issued: July 2001

No. 013/2001

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

## APPOINTMENTS

This issue of the Adviser covers the various types of appointments defined in the Civil Service Commission Rules and the Charter.

### PERMANENT CIVIL SERVICE

An appointment made as a result of a certification/referral from an eligible list to a permanent position or to a position declared permanent. Employees appointed permanent civil service are required to serve a probationary period. Permanent employees who have completed the probationary period acquire certain rights under the merit system including but not limited to rights described in Civil Service Commission Rules on status, employment and separations.

### PBROBATIONARY

Probationary describes the status of civil service employees during a trial performance period following permanent appointment. This is the final and most important phase of the selection process. The probationary period for permanent civil service employees commences when the person selected from an eligible list starts work on the payroll as permanent civil service. Employees serving a probationary period are considered "at-will" and serve at the discretion of the Appointing Officer.

### TEMPORARY CIVIL SERVICE

An appointment made as a result of a certification from an eligible list to a temporarily funded position. Temporary appointments are of limited duration. Temporary civil service employees may have some rights to "just cause" (see applicable CBA) and seniority for layoff purposes. Temporary appointees may be eligible for selective certification as addressed in Civil Service Adviser No. 11/2000.

### PROVISIONAL

Provisional is the term used when an appointment is made to a permanent, declared permanent or temporary position in the absence of an available eligible or eligible list or in an emergency which in either case, is time limited to a Charter maximum of three (3) years unless otherwise approved by the Board of Supervisors. With the exception of service critical classifications at the Municipal Transportation Agency (MTA), the Human Resources Director (HRD) approves all provisional appointments. In accordance with Civil Service Commission (CSC) Rules, provisional appointments, including those at the MTA, are made on the basis of a combination of merit factors, equal employment opportunity and, if promotive, consideration of performance appraisal ratings and experience. Provisional employees may have some rights to "just cause" and seniority for layoff purposes (see applicable CBA), but do not acquire any preference or right to permanent employment.

### QUESTIONS:

#### Department Of Human Resources:

Merit System Services	557-4923
Employee Relations Division	557-4990
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### EXEMPT

The Charter provides for positions and appointments excluded from civil service appointment and removal procedures. These positions and appointments are defined as "exempt." Exempt employees are considered "at-will" and serve at the discretion of the appointing officer. Department Heads may but are not required to use merit system criteria as guidelines in exempt selection, appointment and employment. However, Federal, State and Local anti-discrimination laws continue to apply to exempt selection, employment, and removal decisions.

### CATEGORIES AND LIMITATIONS OF EXEMPT POSITIONS/APPOINTMENTS

In 1996, the voters approved the 1996 Charter, which defined the use of exempt employment. The Charter provides for 19 categories of employment excluded from civil service:

The 19 categories are generally organized into three groups: *Group I*, which is subject to a Charter imposed "cap" of the percent of full-time exempt employees to the total number of employees that existed on July 1, 1994, is comprised of a variety of positions including but not limited to deputies of department heads, executive assistants, confidential secretaries, legislative analystsassistants. In accordance with the Charter, the CSC established the "cap" at 2% and adopted Rules and policies that require requests for exempt positions over the "cap" be approved by the CSC. *Group II* continues the 1932 Charter exempted appointments. *Group III* includes temporary and seasonal appointments which do not exceed half time in a fiscal year; replacement of civil service employees on leave (limit of 2 years); special projects and professional services with limited term funding; and the City's program of employment of the severely disabled. In accordance with the Charter, the CSC adopted Rules and policies that allow the Department of Human Resources (DHR) to approve exempt positions in *Group III* subject to appeal to the CSC. The CSC also requires the HRD to report regularly on these positions.

Each request for an exempt position under Charter Section 10.104 is reviewed by staff of the Merit System Services unit of DHR to determine if the proposed position meets established criteria for use of exempt appointment.

### ADDITIONAL EXEMPT APPOINTMENTS

In November 1999 the voters also approved Proposition E which created the MTA and added an additional category of exempt appointments exclusive to MTA managerial positions. Under Charter Section 8A.104, MTA reports to the CSC on an annual basis on the status of its Classification plan and exempt appointments.

### Civil Service Commission

Rosabella Safont, President  
Donald A. Casper, Vice President  
Morgan R. Gorrono, Commissioner  
Adrienne Pon, Commissioner  
Linda Richardson, Commissioner  
Kate Favetti, Executive Officer

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## **Certification of Eligibles**

## **WHAT IS AN ELIGIBLE?**

An "eligible" is a person who has standing on a list that is utilized by the department head to fill a vacancy in a class (job code). An eligible gains standing on an eligible list when that person has submitted a job application, been deemed qualified and successfully competed in the examination process according to the terms of the examination announcement.

## **WHAT IS THE CERTIFICATION OF ELIGIBLES?**

Eligibles are notified of 1) their standing on a tentative eligible list, 2) the inspection period, and 3) any appeal rights. When an eligible list has been formally adopted, civil service appointments may be made. Certification of Eligibles is a term used to describe the process of referring to a department head persons who have standing on an eligible list and are available for civil service appointment. The date of certification is used to determine certain merit system rights such as status and seniority in a class (job code).

How Does the Department of Human Resources Determine Which Eligibles Are Referred From the Eligible List to a Department to Fill a Vacancy?

The Department of Human Resources (DHR) Referral Unit determines which scores from an eligible list are to be referred to the department head to fill a vacancy by considering these factors: 1) the number of vacancies approved for hire (requisitions); 2) the Certification Rule to be applied and 3) the availability of eligibles at each score (rank). There is one exception to this provision - selective certification (see column two).

## **RULE OF THREE CERTIFICATION**

The "Rule of Three" refers to the Charter requirement that the department head must consider at a minimum, the three highest scores from a list of eligibles to fill a vacancy. To fill more than one vacancy, the Referral Unit considers the number of vacancies plus two (2) scores.

## **EXPANDED CERTIFICATION**

Expanded certification is any certification beyond the Rule of Three scores. Expanded certification (except Rule of the List) operates on the same principle as the Rule of Three. For example, to implement the Rule of Five Scores, DHR refers five highest scores to the department head for consideration; if there are two requisitions

## **CONGRATULATIONS!**

To the recipients of the Public Managerial Excellence Awards:

*Susan Hildreth  
Sam A. Mehta  
Jeffrey G. Adachi  
Janice Anderson-Santos  
Jimmie Gilyard  
Rick Ruvolo*

*San Francisco Public Library  
San Francisco Airport Commission  
Public Defenders Office  
Department of Human Services  
Department of Human Services  
Administrative Services and the  
Department of the Environment*

available for appointment, then six scores are referred to the department head for selection.

DHR is required to refer all available eligibles to the department head when applying a *Rule of the List* certification.

## **SELECTIVE CERTIFICATION**

Selective certification occurs when an employee who has been certified from a *regularly adopted eligible list* to a temporary position demonstrates six (6) months satisfactory job performance. Such employees are entitled to appointment to a permanent position within the same classification (job code) ahead of other eligibles standing higher on the list. Documentation of civil service status and performance must comply with DHR procedures on selective certification.

## **WHO IS A REACHABLE ELIGIBLE?**

"Are you reachable?" is a common question when talking about eligible lists and filling vacancies. Being "reachable" is a term used to describe when an eligible is available for appointment and is among the top scores that may be used to fill a vacancy. To determine who is "reachable", DHR is required to count the number of requisitions approved, apply appropriate Certification Rule and determine the availability of eligibles at each score. All available eligibles who place in this calculation are "reachable" for appointment. Eligibles who are not available (under waiver), but otherwise "reachable", are not included in the referral.

## WHEN IS A SCORE EXHAUSTED?

There may be more than one person for each score. In fact, the 1991 Charter amendment which resulted in the *minimum* certification of Three Scores, contemplated tie scores. A score continues to be referred to the department head until there is no one left in that score. The score is exhausted when there are no available eligibles in the score. If an eligible not available for appointment, has his/her waiver lifted, then the score is no longer considered exhausted and is to be counted among the scores referred to the department head.

## **QUESTIONS:**

Department of Human Resources:  
Merit System Services 557-4923  
Employee Relations Division 557-4990  
Internal Services 557-4829  
Equal Employment Opportunity 557-4832

Civil Service Commission 252-3247

## Civil Service Commission

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# Civil Service Adviser

## WHAT IS THE CITY POLICY ON THE SELECTION FROM CIVIL SERVICE ELIGIBLE LISTS?

The City's policy as adopted by the Civil Service Commission requires that the selection of eligibles from civil service eligible lists must be based on merit and fitness without regard to race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital or domestic partnership status, parental status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism. Appointments are made with due consideration to providing equal employment opportunity.

## WHAT IS THE DEPARTMENT HEAD'S RESPONSIBILITY WHEN MAKING A SELECTION FROM AN ELIGIBLE LIST ?

The Department Head is responsible for selecting the best qualified eligible utilizing uniform non-discriminatory merit based selection procedures.

The Department of Human Resources refers eligibles to a department upon receipt of an approved requisition. With a limited exception (addressed in response to the next question heading), eligibles referred to a department by the Department of Human Resources must be notified of the available vacancy by the department. Eligibles must be given a minimum of five (5) business days to respond to the notification. When a department requests supplemental information a longer response period should be provided.

The department head/designee may determine the appropriate method to screen eligibles who have expressed interest. This screening process must be non-discriminatory and merit system compliant and could include, but not limited to resumes, updated applications, writing exercises, work samples, skills checklists, and performance reviews.

The Civil Service Commission and the Department of Human Resources highly recommend that the department head/designee interview the remaining candidates in order to select the best-qualified individual. The interview panel should be diverse and must ask job-related questions. The department is required to maintain documentation of all screening and selection criteria and may be subject to audit by the Department of Human Resources or the Civil Service Commission.

## ARE PROVISIONAL EMPLOYEES GUARANTEED PERMANENT CIVIL SERVICE APPOINTMENT?

NO. The Civil Service Commission Rules that regulate the merit system specifically state that provisional employees shall not acquire the right or preference for permanent civil service appointment (Rule 14). This means that provisional employees must successfully compete in a civil service examination process and be reachable on an eligible list to be considered for permanent civil service appointment (Rule 14). A provisional employee who was hired pursuant to a valid recruitment and selection process may be selected for permanent appointment without the department interviewing that individual or any other candidate if the provisional employee: a) successfully completed the examination process; b) is on the eligible list; c) is reachable on the eligible list; and d) is performing competently and effectively in the department. The department head/designee may also decide that another reachable eligible is the best qualified for the job, in which case, the provisional employee would be displaced.

## QUESTIONS:

Department Of Human Resources:	
Merit System Services	557-4923
Employee Relations Division	557-4990
Internal Services	557-4849
Equal Employment Opportunity	557-4832
Civil Service Commission	252-3247

## The San Francisco Civil Service Commission

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Rosabella Safont, Vice President

Donald A. Casper, Member

Morgan R. Gorrono, Member

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# Civil Service Adviser



## CIVIL SERVICE SENIORITY

This issue of the Civil Service Adviser responds to recent questions on civil service seniority. The content in this issue relates specifically to areas under the jurisdiction of the Civil Service Commission.

### **WHAT IS CIVIL SERVICE SENIORITY?**

Civil service seniority is the length of time that an employee has been certified civil service to a position in a class (job code) and department. Civil service seniority is different from departmental seniority often found in Collective Bargaining Agreements and used to bid for shifts, vacations and other departmental matters.

### **WHY IS CIVIL SERVICE SENIORITY IMPORTANT?**

Civil service seniority represents the date when civil service rights are applied to employees who have successfully completed the examination process, ranked on an eligible list and have been selected and appointed to a position. These rights include but are not limited to status, layoff, reemployment, bumping or transfer rights.

### **HOW IS CIVIL SERVICE SENIORITY CALCULATED?**

Civil service seniority is calculated from the date the Department of Human Resources (DHR) referred and certified reachable eligibles from an eligible list to a department head which resulted in an appointment to a position in a department. Employees may have the same certification date, but a different start work date. It is the certification date that determines civil service seniority. Civil service seniority in a department for employees, appointed by reinstatement or transfer, for example, is calculated from the date of notice from DHR. However, employees in this example retain citywide civil service seniority from the first date of certification in the class.

### **HOW DOES SENIORITY RELATE TO LAYOFFS?**

Layoffs result from lack of work, lack of funds, displacement by an eligible from a Civil Service list or retrenchment (reduction in anticipation of lack of funds). Layoffs are determined by seniority in an employment status within each class in a department and the City. Within an employment status, the least senior employee in a class, within the department is laid off first and referred to DHR for a determination of citywide seniority and possible placement, reemployment, bumping, or reinstatement rights. Generally, employees without civil service status are laid off prior to employees with civil service status. Employees with civil service status include those

employees who have been appointed temporary civil service (appointed from an eligible list to a temporary requisition), probationary or permanent civil service. Generally, temporary civil service employees in the class are laid off before probationary employees. Probationary employees in the class are laid off before permanent civil service employees in the class.

### **BUMPING**

The least senior employee in a class within the department is laid off first. Layoffs in each department occur in reverse seniority order i.e. the least senior person is the first to be laid off. Bumping occurs when there are no vacant positions that can be filled by the affected employee resulting in a more senior employee bumping a less senior employee in the same class in another department.

### **SPECIAL QUALIFICATIONS**

On occasion, positions have special job qualifications in addition to the minimum qualifications listed on an examination announcement. These special qualifications are also known as "Exceptions to the Order of Layoff." Employees, to occupy such positions, must meet the additional qualifications.

### **REEMPLOYMENT**

In the event of layoff, employees with civil service status are placed on a reemployment list called a "Holdover Roster" in rank order of seniority. Provisional employees do not have civil service rights and therefore are not included on the Holdover Roster. Persons on the Holdover Roster have priority of appointment to vacant positions as they become available. Acceptance of a permanent position in a class and department other than that from which laid off will require a new probationary period. Employees who were laid off during the probationary period and who return to the class and department from which laid off will receive credit for the period of probation served prior to layoff. Holdovers may be required to pass a new medical examination and/or background investigation prior to returning to work.

If a holdover is not reemployed within five years and has not forfeited holdover rights, the Department of Human Resources may, after review of all circumstances, extend holdover status. The decision of the Human Resources Director may be appealed to the Civil Service Commission.

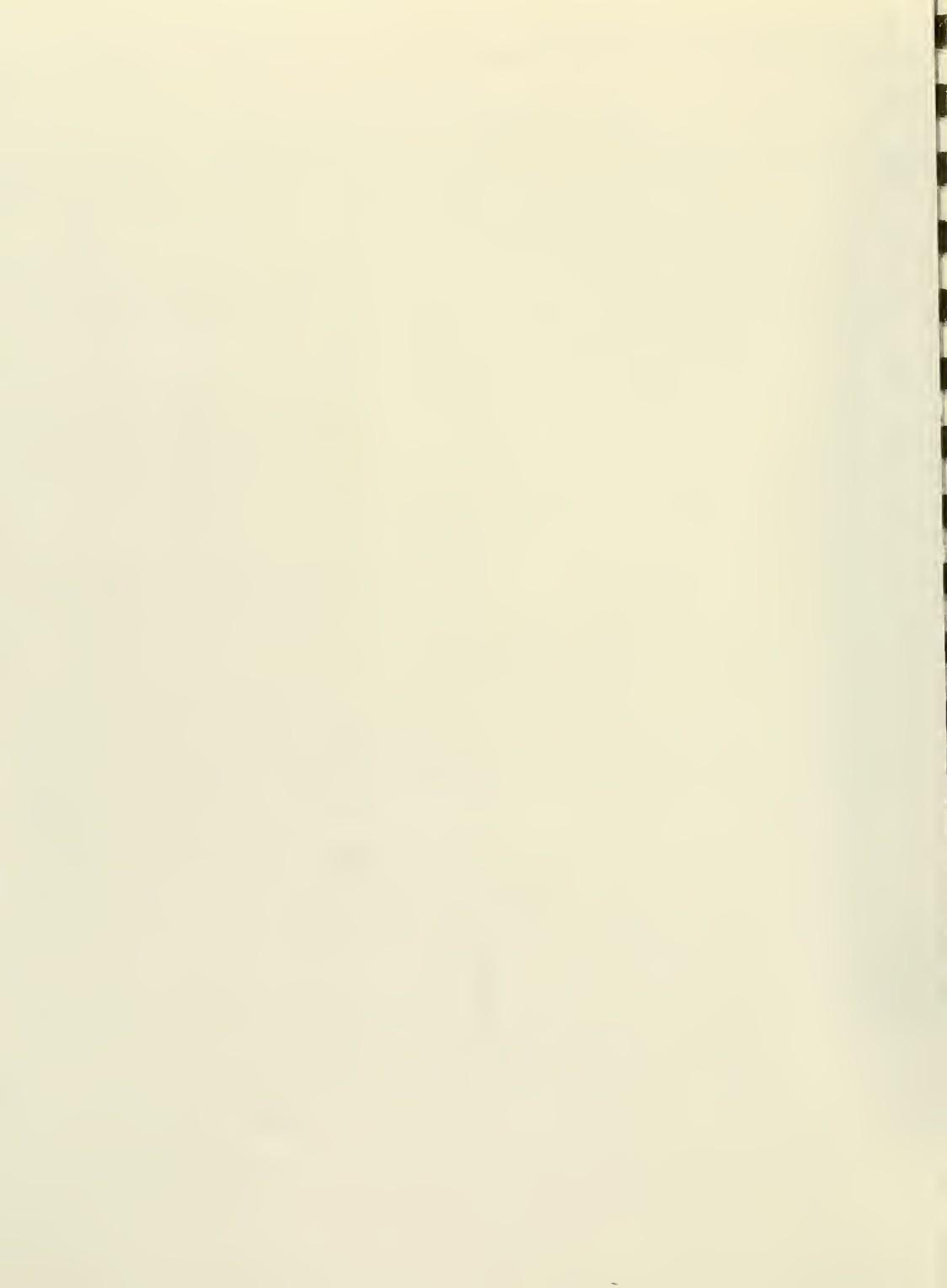
### **QUESTIONS:**

Department Of Human Resources:

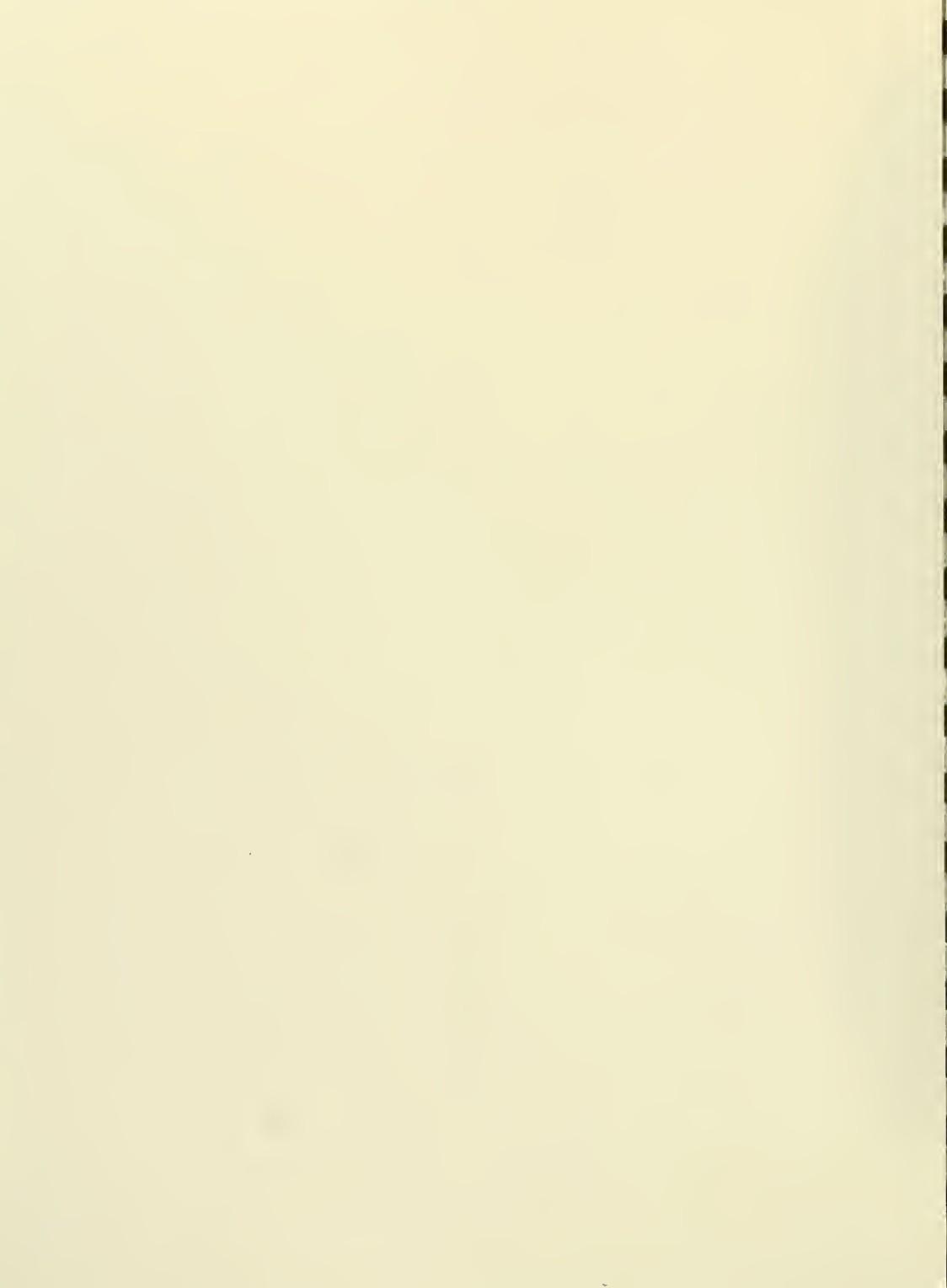
Merit System Services	557-4923
Employee Relations Division	557-4990
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### **CIVIL SERVICE COMMISSION**

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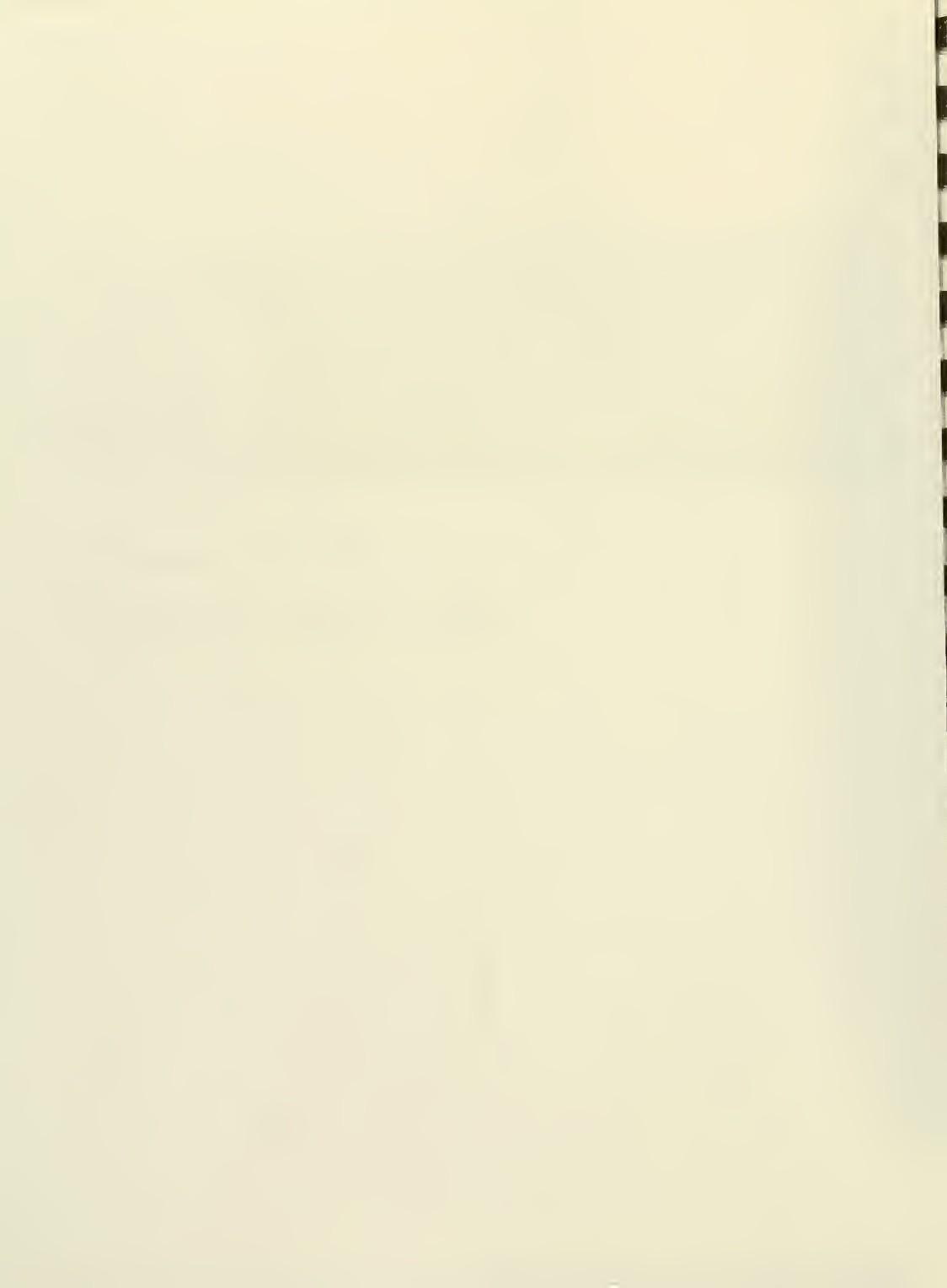






### III. Appendices

#### AF1. "Labor Relations"



## **LABOR RELATIONS**

Philip Ginsburg, Deputy City Attorney

Collective bargaining for the City's approximately 30,000 employees takes place under the umbrella of the Meyers-Milias-Brown Act (MMBA), our City Charter and our Employee Relations Ordinance. State and local law grants public employees, even managers, the right to unionize and the right to *bargain in good faith* over matters within the *scope of representation*. Such matters include wages and benefits, and a broad array of working conditions including work hours, work schedules, workloads, uniforms and equipment, discharge and disciplinary procedures, workplace safety issues and more. MMBA does not require a public employer to directly bargain core *management rights* such as the ability to consider and make decisions about the *merits, necessity or organization* of any service or activity provided by the City.

In San Francisco, collective bargaining is centralized for certain purposes and decentralized for others. Wages and significant benefits are primarily policy decisions made by the Mayor's Office and are subject to budgetary constraints and interest arbitration criteria. Working conditions are often determined at the Department level in cooperation with DHR-ERD, which has a primary function to maintain the consistency and administerability of such conditions across departmental lines. Retirement benefits are set by the voters and administered by the Retirement System. Health benefits are determined partially through collective bargaining but mostly through the Health Service Board. Core merit-system issues such as our classification and examination processes are within the sole and exclusive jurisdiction of the Civil Service Commission and are not bargainable at all.

Under the Charter, the formal responsibility for collective bargaining belongs to the Director of Human Resources, who reports directly to the Mayor. Charter section 11.100 provides that "the Mayor through the Human Resources Director or his/her designee and in consultation with the Board of Supervisors shall be responsible for" labor negotiations.

As a practical matter, the responsibility for managing labor relations is a collaborative effort between the Employee Relations Division (ERD) of the Department of Human Resources (DHR), the City Attorney's Office, the Controller's Office, all other City Departments, and of course, the Mayor's Office and the Board of Supervisors. Generally, responsibilities are segregated in the following manner:

- **Mayor's Office** – provides primary policy and operational direction for bargaining;
- **Board of Supervisors** – consults in the labor negotiation processes; approves labor contracts and arbitration awards;
- **Controller's Office** – advises Mayor's Office on budgetary matters; assists DHR-ERD/City Attorney with costing, research and data;
- **DHR-ERD** – represents the City on most collective bargaining subjects and processes;

- **City Attorney's Office** – assists ERD with coordination of city-wide labor negotiations; provides chief negotiators, coordination and legal advice; handles arbitrations, drafts and approves MOUs as to legal form; and
- **City Departments** – provide input, participate in bargaining, administer contract provisions.

MMBA requires public employers to establish local rules to administer their labor relations programs. The City's local procedures are found in its Charter and its Employee Relations Ordinance. The Employee Relations Ordinance establishes a process by which city job classifications are assigned to bargaining units and allows for employees in each bargaining unit the right to elect a labor organization to represent them. As a practical matter, most of the City's unions have been around for many years with each representing the following types of employees:

Union	Union Nickname	Work Performed by Represented Employees	Approximate Number of Employees Represented	Key Departments
Operating Engineers	Local 3	Craft	60	Airport, DPW, Rec & Park, Water
Painters	Local 4	Craft	116	Airport, DPW, DPT, Port, DPH, Rec & Park, Water
Electrical Workers	Local 6	Craft	808	Airport, DBI, DPW, HetchHetchy, MTA, DPT, Port, Rec & Park, DTIS, Water
Bricklayers	Local 3	Craft	8	Airport, DPW
Theatrical Stage Employees	Local 16	Craft	3	War Memorial
IFPTE, Local 21	Local 21	engineers, architects and misc. professional and technical employees	4400	Most Departments
Pile Drivers	Local 34	Craft	16	Port
Hod Carriers	Local 36	Craft	8	DPW
Plumbers	Local 38	Craft	350	DBI, DPW, Fire, HetchHetchy, Port, DPH, PUC, Rec & Park, Water
Stationary Engineers	Local 39	Craft	690	Academy of Sciences, Airport, Asian, Clean Water, DPW,

				Fire, HetchHetchy, Juvenile, MTA, Library, Rec & Park, Sheriff, War Memorial, Water
Roofers	Local 40	Craft	12	Port, Rec & Park
Sheet Metal Workers	Local 104	Craft	60	Airport, DPW
Auto Mechanics	Local 1414	Craft	425	Admin Services, Airport, HetchHetchy, MTA, DPT, Port, Water
Union of American Physicians and Dentists	UAPD	doctors	180	Adult & Aging, Animal Care, Medical Examiner, Police, DPH
Trans Workers Union	Local 200	Investigation, Transport Operators	318	City Attorney, MTA, Police, Library
Teamsters	Local 853	Truck Drivers	170	Airport, DPW, MTA, Port, DPH, Water
Carpenters	Local 22	Craft	111	Airport, DPW, Port, DPH, Rec & Park, Water
SEIU, Local 790, 250, 535 (single MOU)	Local 790	miscellaneous, clerical and custodial	10000	Most Departments
	Local 250	health care workers	1886	Airport, DHS, Juvenile, Medical Examiner, DPH
	Local 535	social service workers	1400	Adult, DPW, DHS, Juvenile, DPH.
SEIU, Local 790, Staff Nurse	Local 790	Nurses	1444	DPH
Trans Workers Union,	Local 250A	• Miscellaneous	2300	Airport,

Local 250A (Multi)		<ul style="list-style-type: none"> <li>• Auto Service Workers and</li> <li>• Transit Operators</li> </ul>		DPH, Library, Rec & Park, MTA, Police, Library, Water
Laborers	Local 261	Craft	1050	Airport, DPW, HetchHetchy, Port, Rec & Park, Water
Municipal Attorneys Association	MAA	attorneys	417	City Attorney, District Attorney and Public Defender
Teamsters 350	Local 350	Animal Keepers	2	Rec & Park
Municipal Executives Association	MEA	Managers	950	Various depts.
Iron Workers	Local 377	Craft	20	Airport, Rec & Park
SF DA Investigators Association	DAIA	Investigators	70	District Attorney
SF Deputy Sheriffs' Association	DSA	Deputy Sheriffs	837	Sheriff
Cement Masons	Local 580	Craft	23	DPW
SF Probation Officers Association		Probation	163	Adult Probation, Juvenile Court
SF Firefighters Association	Local 798	Fire	1800	Fire Department
Teamsters 856 (Multi)	Local 856	<ul style="list-style-type: none"> <li>• Miscellaneous</li> <li>• Supervising Nurses</li> </ul>	280	<ul style="list-style-type: none"> <li>• DPW,</li> <li>• DHR,</li> <li>• Rec &amp;</li> <li>• Park,</li> <li>• Medical</li> <li>• Exam.</li> <li>• DPH</li> </ul>
Police Officers' Association	POA	Police	2447	Police
SF Building Inspectors		Building Inspectors	82	Building Inspection
Supervising Probation Officers	Local 3		22	Adult Probation, Juvenile Court
SF Institutional Police Officers' Assn.,	Inst. Police	Protection	17	Fine Arts Museum, DPH, Library, War

				Memorial
SFIRA/CAIR	Interns and Residents		204	DPH
Unrepresented			150	Various depts.

As matters currently exist, labor relations procedures are also contained in five different sections of the Charter. The Charter generally prohibits City employees from striking. Each section of the Charter specifies slightly different terms and conditions governing collective bargaining and the applicable impasse resolution procedures. With unique exceptions for nurses and transit operators, most city labor unions are covered by a section of the Charter that provides for binding interest arbitration of impasses.

#### 1. Section A8.403 – Nurses

This Charter section governs collective bargaining for the nurses employed by San Francisco. It requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing salary schedule granted in collective bargaining to comparable nurses in the adjacent six county area in either the public or private sector. There are two units of nurses established under Section A8.403, one unit of staff nurses represented by SEIU Local 790 and another unit of supervising nurses represented by Teamsters Local 856. Altogether, approximately 1600 staff nurses and supervisors are represented in these two bargaining units.

#### 2. Section A8.404 – Transit Operators

Section A8.404 of the Charter covers the City's transit employees. Section A8.404 requires that the rates of pay for transit employees be set yearly at a rate not to exceed the average of the two highest wage schedules for transit systems employing at least 400 operators in cities with a population of at least 500,000. The Transportation Workers Union, Local 250-A, represents a bargaining unit of approximately 2,100 transit operators and platform employees under Section A8.404.

#### 3. Section A8.409 – Miscellaneous Employees

Section A8.409 applies to all miscellaneous officers and employees and some "safety employees" including deputy sheriffs, probation officers and institutional police officers. The section provides for mediation and/or interest arbitration if the parties are unable to reach voluntary agreement at the bargaining table. Several factors are taken into account in arbitration, including the City's financial condition, the cost of living, other wage increases recently awarded to City employees, and compensation comparability data for employees performing similar work in other public sector jurisdictions. Altogether, approximately 23,000 employees are covered under this section.

#### 4. Section A8.590 – Safety Employees

Section A8.590 applies to police officers and fire fighters. Similar to A8.409 in several respects, this section provides that wage rates are to be set through collective bargaining or, if there is an impasse in collective bargaining,

through mediation and/or binding interest arbitration. Approximately 4300 employees are covered under this section.

##### 5. Section 8A.104 – Service Critical Employees at MTA

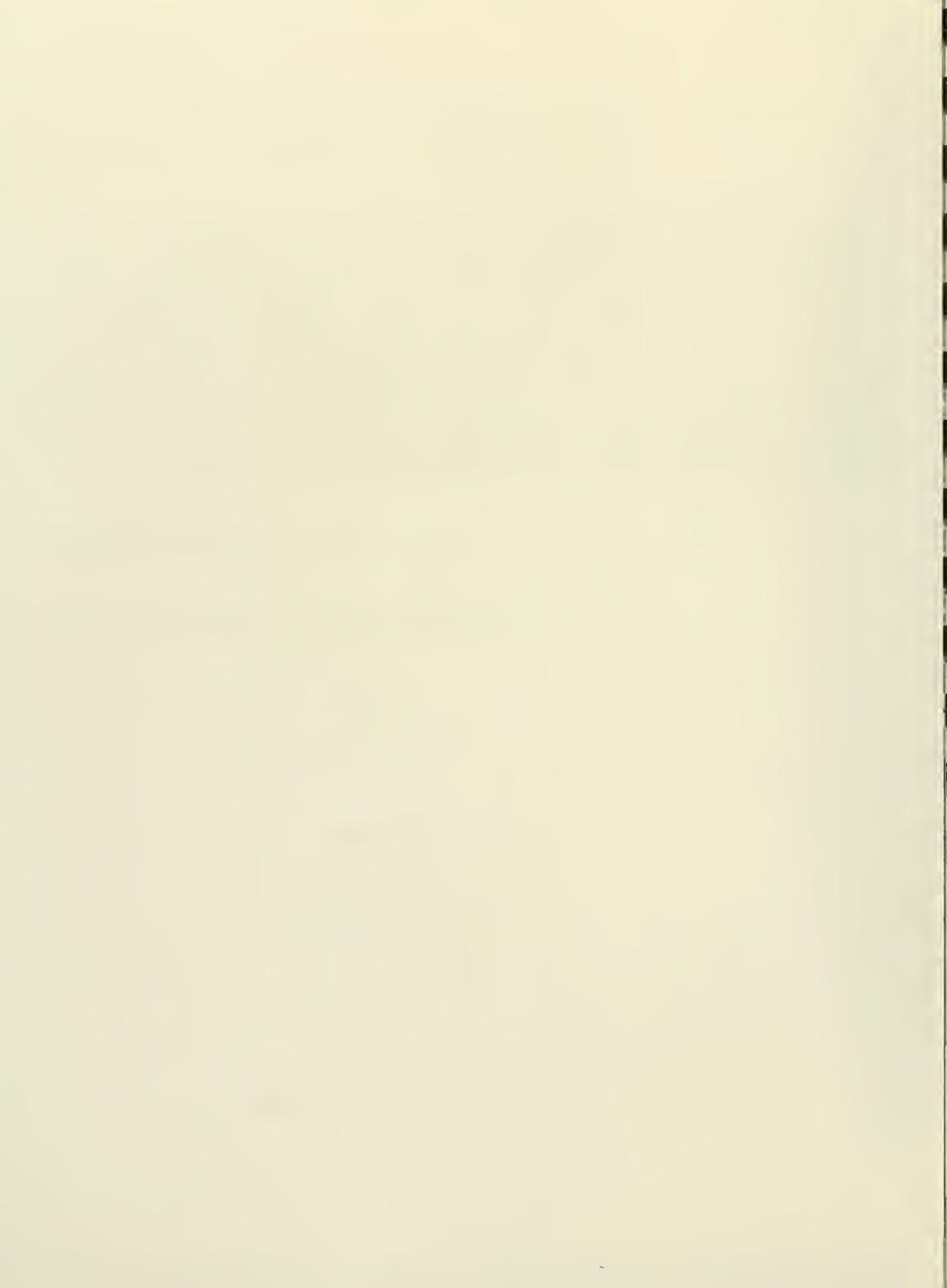
In November 1999, the San Francisco voters approved Proposition E, a Charter amendment that established the Municipal Transportation Agency (“MTA” or “Agency”). See Charter Section 8A.100 et seq. The Agency is governed by a board of seven directors appointed by the Mayor and confirmed by the Board of Supervisors. Unless expressly provided otherwise, the Agency is subject to the requirements of the Charter and is obligated to comply with all of the restrictions and requirements imposed by City ordinances. While labor relations procedures remained mostly unchanged for transit operators and other employees at MTA deemed “service critical” by that Agency, this section requires that the interest arbitration process, where applicable, contemplate factors unique to the transit industry.

The City entered into new labor contracts with almost all of its unions effective July 1, 2003. Confronting an historic budget deficit, the City and labor collaborated to save nearly 90 million general fund dollars which helped preserve jobs and city services through agreements in which employees reassumed responsibility for paying their own 7.5% mandatory retirement contributions. Most labor contracts have reopeners provisions to determine major economic provisions effective July 1, 2004.

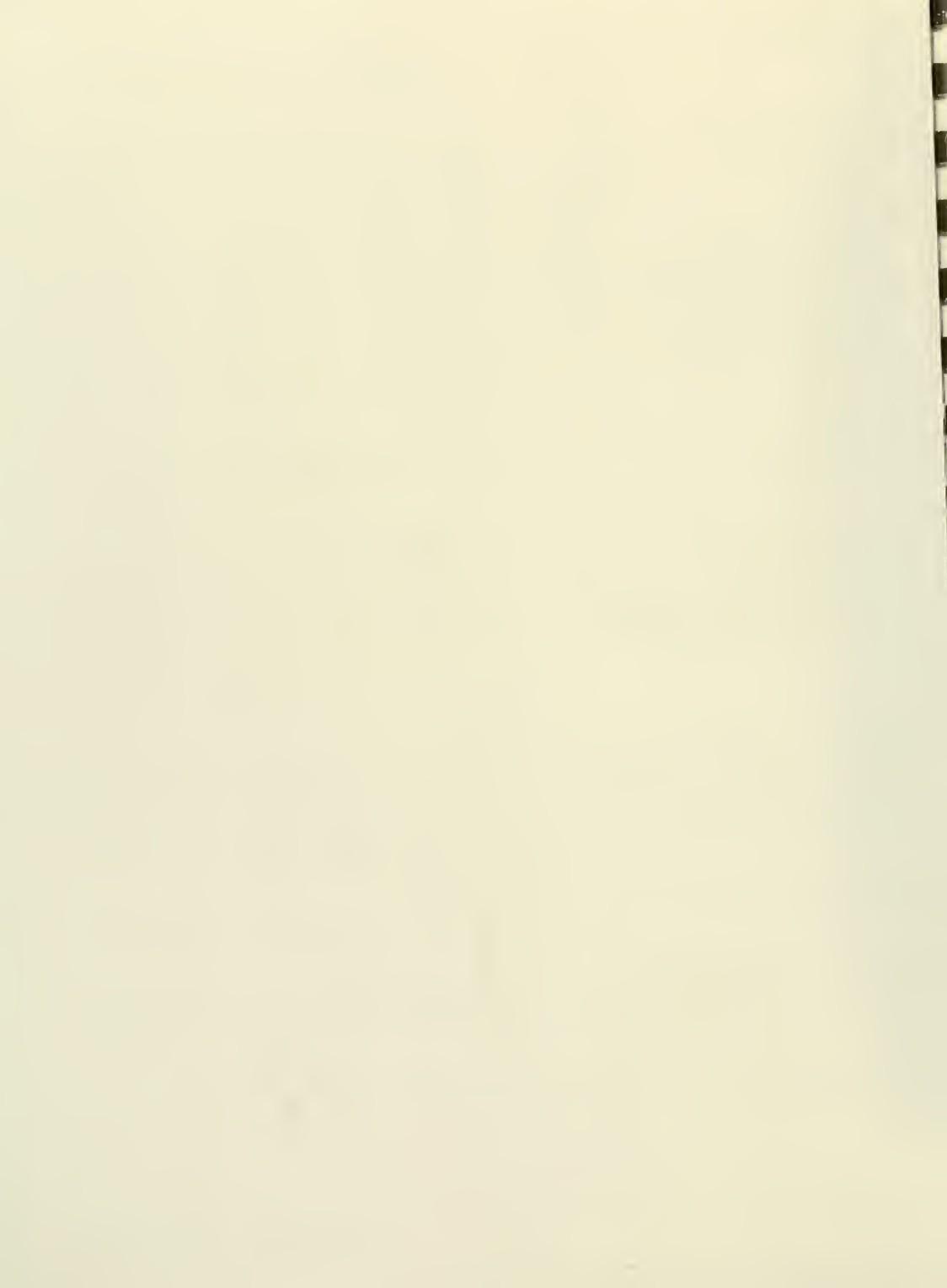


### III. Appendices

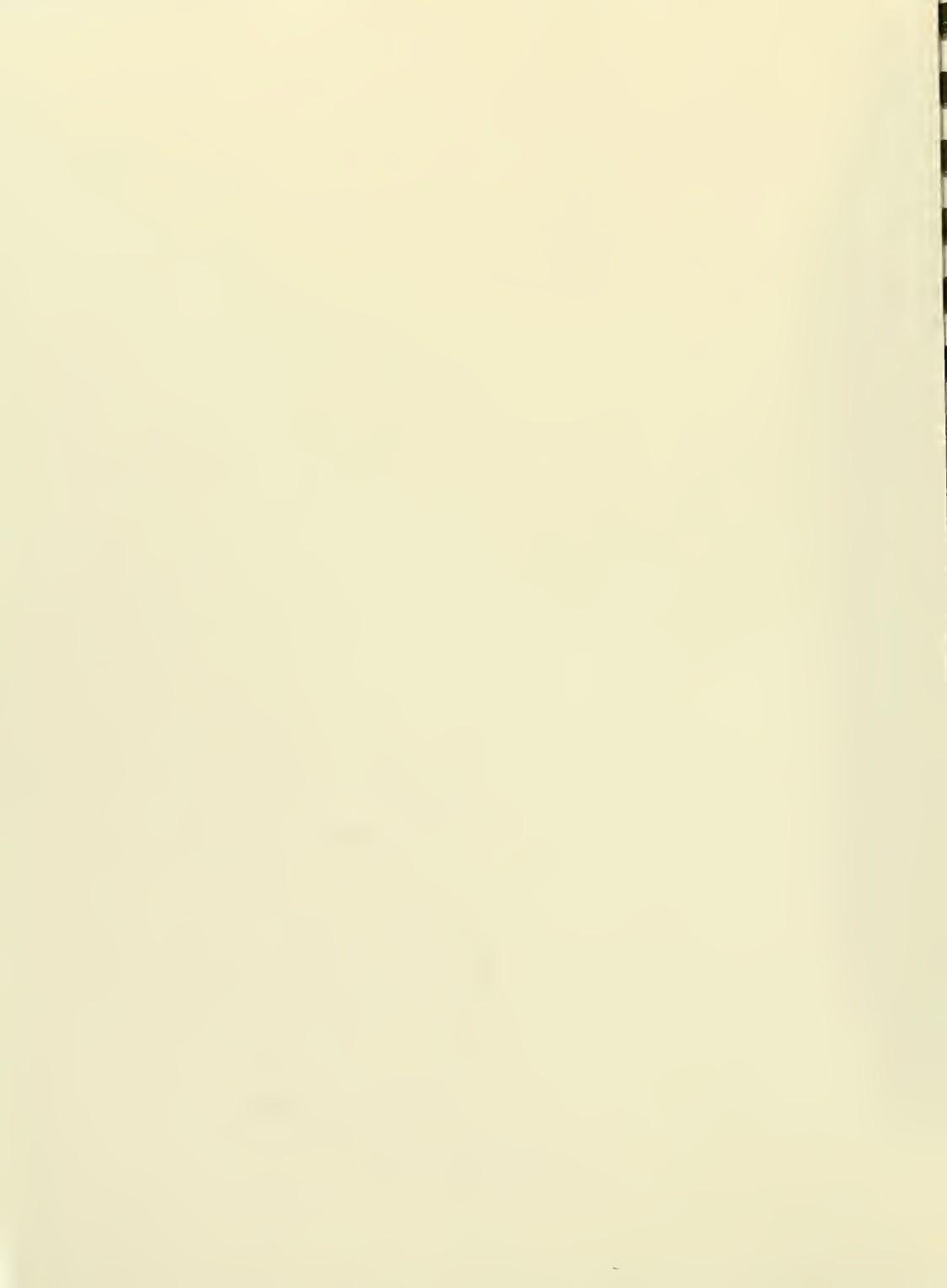
#### AF2. Employee Organizations



EMPLOYEE ORGANIZATIONS	UNION REPRESENTA TIVES	PHONE #	FAX #
Automotive Machinists, Local 1414	Donald J. Barbe	650-341-2689	650-341-4050
Bricklayers Local 3	Dave Jackson	415-487-8515	415-487-8515
Building Inspectors Association (2)	William Wong	415-355-1322	415-355-0816
CAIR/CIR	Joshua Rutkoff	510-452-0791	510-452-2436
Carpenters, Local 22	William Wong	415-355-1322	415-355-0816
Cement Masons, Local 580	George Brown	415-468-4411	415-468-7121
Deputy Probation Officers Association	Richard Perino	415-753-7641	415-753-7715
Deputy Sheriffs' Association	Dave Helm	510-748-7438	510-521-4886
District Attorney Investigators Assn.	Duane Hadley	415-551-9565	415-551-9505
Electrical Workers, Local 6	Kevin Hughes	415-861-5752	415-861-0734
Fire Fighters, Local 798 (2)	John F. Hanley	415-621-7103	415-621-1578
Glaziers, Local 718	Douglas Yamamoto	415-864-7181	415-864-8718
Hod Carriers, Local 36	Alex Corns	650-756-6651	650-756-0557
I.A.T.S.E., Local 16	F.X. Crowley	415-441-6400	415-243-0179
I.F.P.T.E., Local 21	David Novogrodsky	415-864-2100	415-864-2166
Institutional Police Officers Association	Dave Helm	510-748-7438	510-521-4886
Ironworkers, Local 377	Dan Hellevig	650-285-3880	415-285-0717
Laborers International Union, Local 261	Tom Harrison	415-826-4550	415-826-1948
Municipal Attorneys' Association	Tom Owen	415-553-1893	415-274-6301
Municipal Executives' Association (3)	Ed Lieberman	415-989-7244	415-989-7077
Operating Engineers, Local 3	Carl D. Carey	510-748-7438 ext. 3382	510-521-4886
Painters, Local 4	Mark Van Zevern	510-632-7456	510-632-7459
Pile Drivers, Local 34	David Rhodes	510-635-4227	510-635-1234
Plasterers and Shophands, Local 66	Chet Murphy	415-467-6066	415-467-6805
Plumbers, Local 38	Bill Fazande	415-626-2000	415-626-2009
Police Officers Association	Chris Cunnie	415-861-5060	415-552-5741
Roofers, Local 40	Steven Tucker	415-508-0261	415-508-0321
SEIU Local 250	Kim Tavaglione John Kosinski	415-441-2500	415-563-9914
SEIU Local 535	Mike Weinberg	510-893-8766	510-893-0934
SEIU Local 790	LaWanna Preston	415-575-1740	415-431-6241
Sheet Metal Workers, Local 104	Vincent Tripi	650-697-0664	650-697-3587
Stationary Engineers, Local 39	Stephanie Allen	415-861-1135	415-861-5264
Supervising Probation Officers, Local 3	Carl D. Carey	510-748-7438 ext. 3382	510-521-4886
Teamsters, Local 350	Robert Morales	650-757-7290	650-757-7294
Teamsters, Local 853	Dan Harrington	650-761-3577	650-952-7490
Teamsters, Local 856	Michael McLaughlin	650-635-0111	650-635-1632
TWU, Local 200	Glenda F. Lavigne	415-922-9428	415-674-1323
TWU, Local 250-A	William Sisk	415-922-9495	415-922-9416
UAPD (2)	Al Groh/ Patricia Hernandez	510-839-0193	510-763-8756



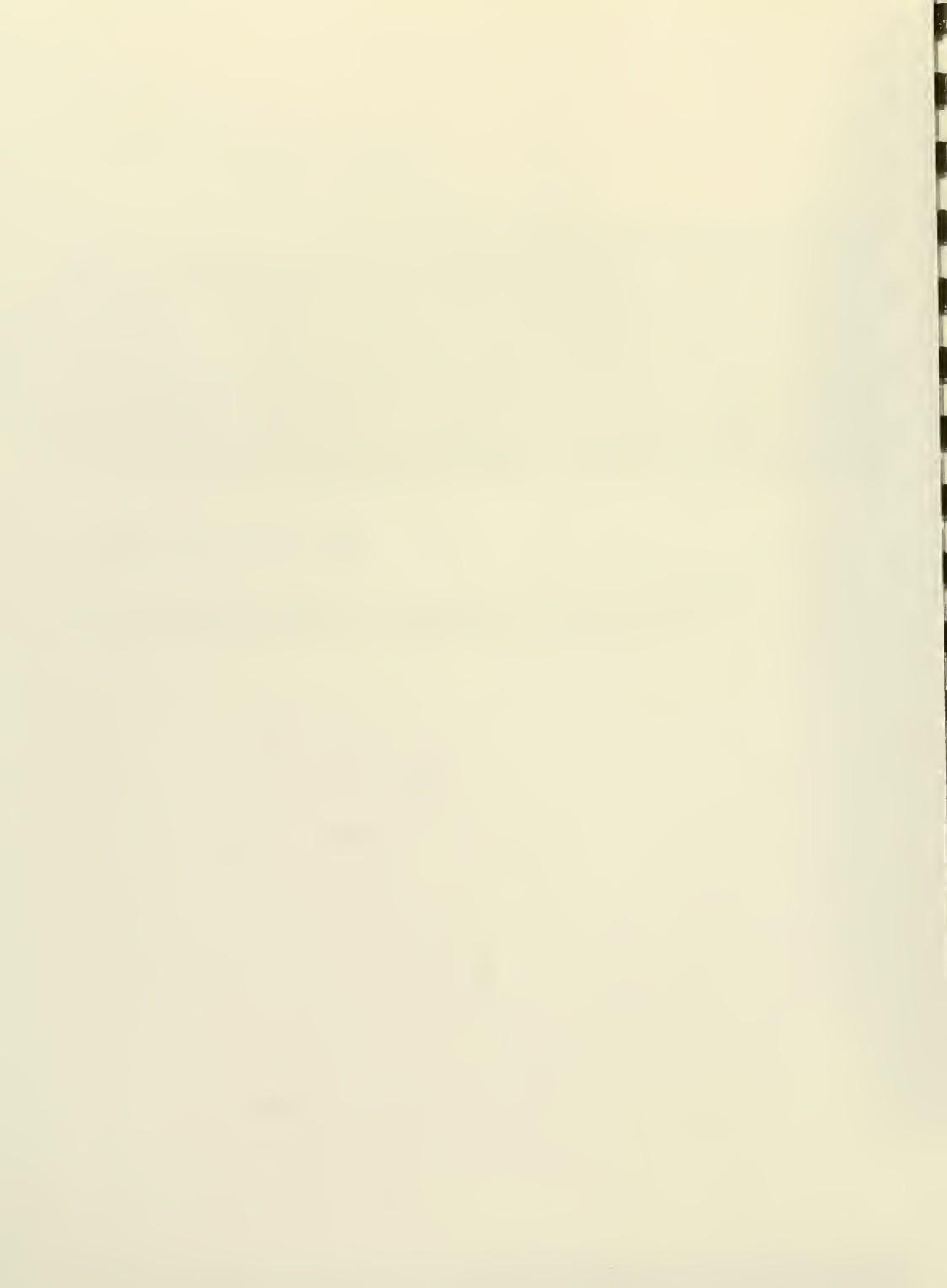






### III. Appendices

## AG1. "Office of Contract Administration"



## ***Office of Contract Administration (formerly Purchasing)***

Lynn Khaw, OCA

The Office of Contract Administration (OCA) is under the Department of Administrative Services. The office location is at City Hall, Room 430, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. The general office phone number is (415) 554-6743. You may also visit OCA at <http://www.sfgov.org/oca>.

The Purchasing Division of OCA procures material, equipment, and services on behalf of the various departments of the City and County of San Francisco. In certain instances for commodities under \$10,000, your department may follow the City's procurement process without the assistance of a Purchaser. (See Decentralized Purchasing section for details.)

Public works or improvement contracts are not processed by Purchasing.

For Professional Services, departments themselves conduct a competitive procurement process through a Request for Proposal (RFP) process. This RFP must be posted on the Purchasing website; and this process is governed by the rules and regulations promulgated by Purchaser. (See details under Procurement of Commodities and Services.)

You may call 554-6743 to determine which purchaser is assigned to your department or go to Purchasing's website and click on "List of Buyers and How to Contact Them" to see a list of Purchasers assigned to departments. Please call the assigned Purchaser if you have any questions about procurement. There are five large departments that staff Purchasers at their site due to the large volume of purchasing transactions. Those departments are San Francisco Public Utilities Commission (SFPUC), San Francisco International Airport (SFIA), Municipal Railway (MUNI), Department of Public Works (DPW), and the General Hospital of the Department of Public Health.

### **Procurement of Commodities and Services:**

Commodities are defined as products, including materials, equipment and supplies. Services include General Services and Professional Services. General Services are those services that are not Professional Services. Examples of General Services include janitorial, security guard, pest control, parking lot attendants and landscaping services. Examples of Professional Services are architects, engineers, software developers, consultants, and physicians.

The City uses competitive bidding processes and follows rules and regulations as required by the Charter, Administrative Code, Environmental Code, and Ordinances. The Administrative Code's requirements are Chapter 21 (Acquisition of Commodities and Services); Chapter 12B (Nondiscrimination in Contracts); Chapter 14A (Disadvantaged Business Enterprise Ordinance); Chapter 12G (Prohibition on Use of Public Funds for Political Activity by Recipients of City Contracts, Grants, and Loans); Chapter 12P (Minimum Compensation Ordinance); Chapter 12Q (Health Care Accountability Ordinance), and Chapter 83 (First Source Hiring Program). The

Environmental Code's requirements are Chapter 5 (Resource Conservation); Chapter 8 (Tropical Hardwood and Virginia Redwood Ban); and Chapter 13 (Arsenic-Treated Wood).

Under the Charter and Administrative Code, the City's general approach to procurement of Commodities and Services is centralized. This means Purchasing makes purchases on your department's behalf. Additionally, Purchasing consolidates purchases of Commodities and General Services using Term Contracts. Term Contracts have lower prices, more favorable terms, and reduced administrative time in placing orders for the City because the procurement is done using citywide buying power. It is a Citywide policy that if items needed by the department are in the Term Contracts, departments should buy such items from the contracted vendor of the Term Contracts. A report of Term Contracts and the products or services listing are distributed to the Contracting Officers of each department on a monthly basis. If you want a copy, you may request it from OCA.

Professional Services are those services which require extended analysis, the exercise of discretion and independent judgment in their performance, and/or the application of an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Examples of professional service providers per Administrative Code §21.02(n) include architects, engineers, accountants, and non-licensed professionals such as software developers, and financial and other consultants. Again, each City department handles its own Professional Services contracts using the RFP method for formal solicitation. After issuing an RFP and conducting an evaluation, the department gives a recommendation to Purchasing. Purchasing then makes an official award of all the Professional Services contracts.

For Professional Services contracts, OCA provides a Checklist to guide departments through the contracting process. Departments are encouraged to use the Checklist from the inception of the contract until its completion. Departments are required to attach the Checklist to the front of their Professional Services Contracts (P-500) or Professional Services Contract for Individual Contractors (P-501) when contracts are routed to the City Attorney's Office and to Purchasing. You can find the Checklist with its model contracts (P-500 or P-501) in the Intranet Forms Center at <http://intranet/formcenter/>. Click on Forms by Department Name, then Office of Contract Administration, and find these two along with other model contracts.

Prior to ordering goods or rendering any services, funds must be encumbered by an issuance of a purchase order. However, orders below \$200 can be placed using Revolving Fund or petty cash purchases. All purchases, even those below \$200, must be made from a vendor that complies with all of the City's requirements. To become a City vendor, a new vendor may request a vendor application package from Purchasing at (415) 554-6743. The vendor package is available either for pickup at the office or download from the website.

Please note that Purchasing does not handle the following types of purchases: travel, training, claims, membership, advertising, postage, subscriptions, and utilities. These types of transactions are submitted for payments directly to the Controller from each department.

## **Contracting Requirements**

The following is a synopsis of the requirements for competitive solicitation of commodities, general services, and professional services:

### *Commodities*

- \$0 - \$10,000 – bidding is not required. However, departments are encouraged to solicit written bid or price quotations especially from DBEs and select the lowest responsive and responsible bidder.

For procurement of Commodities over \$10,000, departments must submit a requisition to OCA.

### *General Services*

- \$0 - \$10,000 – no bidding is required. However, departments are encouraged to solicit written bid or price quotations especially from DBEs and select the lowest responsive and responsible bidder.
- Over \$10,000 - \$25,000 – Purchasing conducts informal bidding in accordance with Purchasing requirements.
- Over \$25,000 – Purchasing conducts formal bidding in accordance with Purchasing requirements.

### *Professional Services*

- \$0 - \$10,000 – no solicitation is required. However, departments are encouraged to solicit written bid or price quotations especially from DBEs and select the lowest responsive and responsible bidder.
- Over \$10,000 - \$25,000 – informal solicitation is required. Departments are to follow the informal bidding rules established by the Human Rights Commission under Section IV.F. of their rules and regulations.
- Over \$25,000 – a formal solicitation is required. Departments are to follow the formal bidding rules established by the Human Rights Commission as set forth in the definition of “Good Faith Efforts” of a contract awarding authority (see Administrative Code Chapter 14A.4).

## **Decentralized Purchasing:**

The City Purchaser allows departments to buy commodities and general services up to \$10,000. Items which **may not be purchased** by departments, even if they are under \$10,000 include: 1) unbudgeted equipment, 2) services items on Citywide Blankets or Term Contracts, 3) items for lease purchase, 4) tropical hard woods and products, 5) mattresses and furniture, 6) Video Display Terminals (VDT) and related products, 7) computer equipment and supplies, and 8) telecommunication equipment wiring. For these items and any items over \$10,000, departments

must contact the Purchaser assigned to their department. Also, **order splitting and using non-compliant vendors are not allowed under any circumstances**. Chapter 1000 of the Guide to Ordering Goods and Services sets forth regulations for purchases under \$10,000 (prior to March 2004 was \$5,000). This guide is also in the Intranet Forms Center at <http://sunset/intranetapps/fcenter.nsf>. Click on Forms by Department, then Office of Contract Administration, and click on Guide to Ordering: Chapter 1000.

### **Public Works or Improvement Contracts:**

Purchasing does not process public works or improvement contracts.

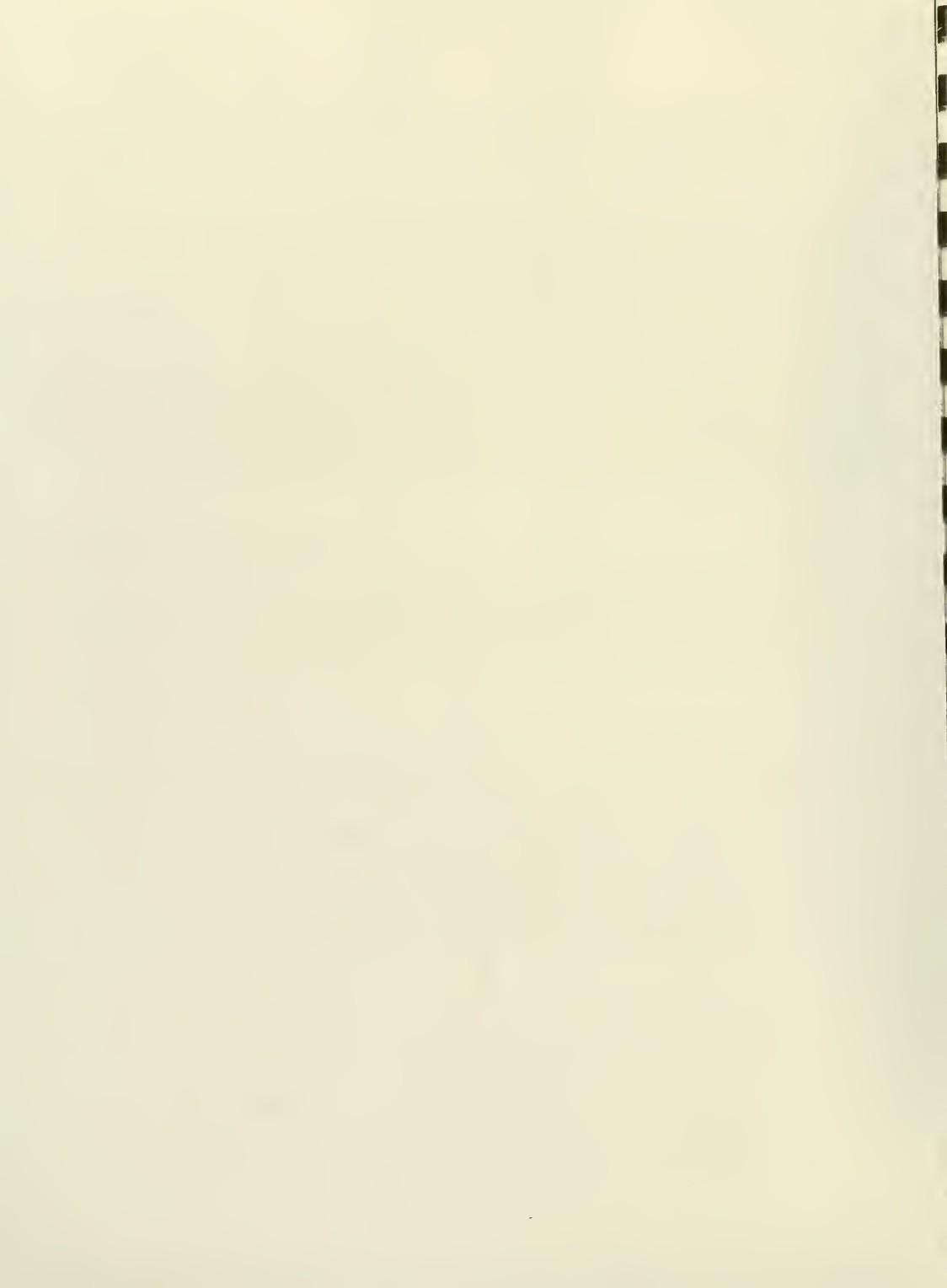
A public work or improvement is any erection, construction, renovation, alteration, improvement, demolition, excavation, installation, or repair of any public building, structure, infrastructure, bridge, road, street, park, dam, tunnel, utility or similar public facility performed by or for the City and County of San Francisco per Chapter 6, §6.1.(I). All public work or improvement contracts are subject to labor standard wage set by California Department of Industrial relations. The following departments are empowered to enter into contracts for public work or improvement: Department of Public Works (DPW), Airport, Port, San Francisco Public Utilities Commission, Recreation and Park and Public Transportation Commissions (including Municipal Railway—MUNI). Rules and regulations governing procurement of public work or improvement are under Chapter 6 of Administrative Code-Public Works Contracting Policies and Procedures. This code can be found under <http://www.sfgov.org/>. Click on Municipal Codes, follows by Administrative Code, then San Francisco Administrative Code, and find Chapter 6. Please contact DPW if your department is not listed above for any public work or improvement contracts.

All public works or improvement contracts are subject to prevailing wage determined by the Division of Labor Statistics and Research of the California Department of Industrial Relations as adopted by the Board of Supervisors of the San Francisco. These requirements, along with a clear penalty structure for non-compliance, are referenced in Chapter 6 of the San Francisco Administrative Code. It is critical that all city contractors involved with public works comply with the prevailing wage requirements as described in Chapter 6 in order to avoid incurring serious financial penalties. The Labor Standards Enforcement Division of the Administrative Services Department enforces these prevailing wage and labor standards requirements. Please contact Labor Standards Enforcement Officer at (415) 554-6239 for more information after reviewing Chapter 6.



### III. Appendices

## AG2. "Personal Services Contracts"



The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

## PERSONAL SERVICES CONTRACTS

The electorate in 1993 and in 1996 redefined the Civil Service Commission (CSC) role from the City's operational personnel department to a policy and rules making/appeals board. Consistent with these actions, the Commission's role in personal services contracts (PSCs) changed from approving individual contractors to determining if the scope of services is appropriate for contracting out. Civil Service Commission review of proposed personal services contracts is consistent with its authority to oversee the merit system. This authority includes that where there is a merit system, services provided to the public use public employees and a merit system.

The CSC also determines whether the circumstance pertaining to the need to provide services warrants the use of a personal services contract or contractors in lieu of civil service employees. Personal Services Contracts include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies. It is not the CSC's role to determine positions where work or services can be performed by contract at a lesser cost than similar work performed by City and County employees. By Charter definition (10.104-15), this function, often called "Prop J" contracting, is performed by the Controller and the Board of Supervisors.

### REVISED POLICY

The CSC adopted revised policies and procedures on December 5, 1994 that clarified the roles of the CSC and the Department of Human Resources (DHR), streamlined and expedited the processing of PSCs and provided for monitoring and auditing of the contracting procedure placed by the Charter in the CSC's jurisdiction. Important points in the procedures include an appeal procedure to insure merit system oversight; a streamlined CSC approval process; CSC review of and an approval option consistent with the City and County's budgetary process. The current policy and procedure in place was jointly issued by the CSC/DHR in September 1996.

### THE ROLE OF THE DEPARTMENT OF HUMAN RESOURCES

Department of Human Resources staff determines whether or not there are existing civil service class or classes that could perform the work or whether it is feasible or practical for civil service employees to perform the work. If there is no existing class available to perform the work, DHR determines if it is feasible to create a class. If there are civil service classes that could perform the work, among the compelling factors DHR staff considers are 1) immediately needed services-especially in transitional situations; 2) short-term projects requiring diverse, expert knowledge or skills; 3) services required on an as needed,

intermittent or periodic basis; 4) emergency situations involving health or safety hazards; 5) legal mandates for contractual services; 6) cases where the City lacks the required equipment or facilities; 7) situations where the City transmits the funds but does not directly provide service; 8) circumstances where it is required or prudent to employ non-City personnel, for example to make independent property appraisals; 9) cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible; and 10) Federal or State funding requirements specify the type of contractor who is to receive the funds.

### UNION NOTICE, POSTING AND APPEAL

Consistent with CSC policy, affected employee organizations are notified of a department's request to contract out services prior to forwarding the request for DHR review. Some Collective Bargaining Agreements have additional requirements that must be considered in this process. Once DHR has completed its review, the department's request is posted. Affected employee organizations are also notified of the posting. Appeals of the posted proposed PSCs must be received by the Executive Officer, Civil Service Commission by noon of the seventh day of posting. Timely appeals will be considered by the CSC at its next regularly scheduled meeting. DHR forwards PSCs over \$50,000 where no appeal has been filed to the Executive Officer, Civil Service Commission to calendar on the Ratification Agenda.

### CIVIL SERVICE COMMISSION APPROVAL

Personal Services Contracts \$50,000 or less do not require CSC approval. These PSCs are reviewed and approved by DHR and are known as "expedited PSCs". Misuse of expedited PSCs is prohibited. For example, the use of PSCs for multiple vendors for the same scope of services in the same department that cumulatively exceed \$50,000 require DHR and CSC approval. Expedited PSCs where funding is added so that the total exceeds \$50,000 must also be submitted to DHR and then CSC for approval.

The CSC retains final authority to approve PSCs after DHR review and posting. Normally, unopposed PSCs are placed on the CSC Ratification Agenda for either regular, continuing, annual, or qualified approval.

Annual approval of PSCs occurs simultaneously with the budget process and must be submitted to DHR by March 1. Continuing approval is granted by the CSC to comply with policy, funding or legal mandates. Regular approvals may be granted for those circumstances where "Annual" or "Continuing" approvals do not apply. The CSC may also grant an interim, conditional approval known as "Qualified Approval" pending consideration of alternatives.

### QUESTIONS:

Department Of Human Resources:	
Merit System Services	557-4923
Employee Relations Division	557-4990
Internal Services	557-4849
Equal Employment Opportunity	557-4832
Civil Service Commission	252-3247

### CIVIL SERVICE COMMISSION

Rosabella Safont, President  
Donald A. Casper, Vice President  
Morgan R. Gorrono, Commissioner  
Adrienne Pon, Commissioner  
Linda Richardson, Commissioner  
Kate Favetti, Executive Officer

